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Transport Canada Transports Canada

TP 7775E

PROCEDURES FOR THE CERTIFICATION OF AERODROMES AS AIRPORTS

SECOND EDITION
MARCH 1991

Canada

Transport Canada Transports Canada

Overview

These procedures complement the *Canadian Aviation Regulations* (CARs) by detailing the formal process and requirements for certifying an aerodrome as an airport.
While much of the content in TP 7775 is outdated, content that is still relevant includes the Plan of Construction Operations (PCO) requirements, heliport consultation requirements and Airport Certificate application.

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PROCEDURES
FOR THE CERTIFICATION OF AERODROMES AS AIRPORTS
RECORD OF AMENDMENTS

NUMBER	DATE	DATE ENTERED	ENTERED BY

PROCEDURES FOR THE CERTIFICATION OF AERODROMES AS AIRPORTS

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FOREWORD

The procedures on airport certification inspections are issued pursuant to the Air Regulations and the authority vested in the Minister and delegated to the Director General, Air Navigation System. The variety of airports and the numerous levels of airport services needed to support commercial operations make it impractical to give detailed direction and guidance to cover every situation and all eventualities. Where the requirements of the manual cannot be followed, common sense and good judgement should prevail.

Pierre J. Proulx
Director General
Air Navigation System

OBJECTIVE

In accordance with the role of Transport Canada Aviation, the airport certification inspection program was developed to confirm specification standards and to assess the adequacy of operational procedures and facilities in relationship to the amount of air activity involved. This manual provides direction to both airport operators and Aerodrome Inspectors on the airport certification program. Aerodrome Standards Civil Aviation Inspectors will reference the procedures herein, the applicable standards and recommended practices, and Air Navigation System Operational Directives to conduct annual inspections of all elements of the airport operation which impact upon the safety of flight (air and ground). Where an airport does not meet a standard, an aeronautical study will be conducted to determine if alternate measures can be implemented to provide an equivalent level of safety. Deviations to standards may be approved by the Minister, under such terms and conditions as deemed necessary, if approval is in the public interest and the deviation is not likely to affect aviation safety.

GLOSSARY OF TERMS

Interpretation

The terms used in this manual are derived from documents which have authoritative precedence over this manual with respect to the interpretation of those terms. Where necessary for clarity, the terms are embellished to identify the document that they refer to. The source references for the terms are identified and, where applicable, coded:

(AA) Aeronautics Act
(AR) Air Regulations
(CFS) Canada Flight Supplement
(ICAO) International Civil Aviation Convention Annex 14

Aerodrome (AA)

Any area of land, water (including the frozen surface thereof) or other supporting surface used, designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure, movement or servicing of aircraft and includes any building, installations and equipment situated thereon or associated therewith.

Aeronautical Study (AR)

A study of an aeronautical problem, conducted by the Minister, to identify possible solutions and to select the solution that is the most acceptable with respect to safety.

Aeroplane (AR)

A power-driven heavier-than-air aircraft, deriving its lift in flight from aerodynamic reactions on surfaces that remain fixed under given conditions of flight.

Air Carrier (AA)

Any person who operates a commercial air service.

Aircraft (AA)

Any machine capable of deriving support in the atmosphere from the reactions of the air.

Aircraft Stand (ICAO)

A designated area on an apron intended to be used for parking an aircraft.

Airport (AA)

An aerodrome described in subsection 3(1) of the Airport Regulations in respect of which an airport certificate is in force.

Airport Certificate (AR)

A certificate issued by the Minister pursuant to section 6 of the Airport Regulations and which includes an Airport Operations Manual and any other related document issued or approved by the Minister.

Airport Operations Manual (AOM) (AR)

The Airport Operations Manual, as amended from time to time pursuant to section 8 of the Air Regulations Series III, No. 2 "Airport Regulations", which forms part of the airport certificate. The content of the AOM is described at Chapter 3 of the Manual for the Certification of Aerodromes as Airports.

Airport Operator (AR)

The holder of the airport certificate issued pursuant to the Air Regulations, or the person in charge of the airport, whether as employee, agent or representative of the holder of the airport certificate.

Airport Zoning Regulation (AA)

A Regulation respecting an airport pursuant to subsection (2) of section 4 of the Aeronautics Act.

Airside (TP 2786E)

That part of an airport designated as the "movement area" and includes areas restricted to authorized persons only.

Airside Activities (TP 2786E)

Activities that are carried out on that part of the airport designated as the movement area.

Apron (AR)

A part of a land aerodrome/airport, other than a manoeuvring area, intended to be used for the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance and parking of aircraft and any movement of aircraft, vehicles and pedestrians necessary for such purposes.

Apron Management Service (ICAO)

A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

Canadian Aviation Document (AA)

Any licence, permit, accreditation, certificate or other document issued by the Minister under Part I of the Aeronautics Act to or with respect to any person or in respect of any aeronautical product, aerodrome, facility or service.

Canada Flight Supplement (CFS) (AR)

The aeronautical information publication published under the authorities of the Minister of Transport and the Minister of National Defence to supplement maps, enroute and navigation charts and the Canada Air Pilot.

Critical Aeroplane (ICAO)

The aeroplane or class of aeroplanes identified from among the aeroplanes the aerodrome is intended to regularly accommodate as having the most demanding operational requirements with respect to the determination of movement area dimensions, pavement load rating and other physical characteristics in the design of aerodromes.

Final Approach and Take-Off Area (FATO) (ICAO)

A defined area over which the final phase of the approach manoeuvre to hover or landing is completed and from which the take-off manoeuvre is commenced and, where the FATO is to be used by performance class 1 helicopters, includes the rejected take-off area available.

Helicopter (AR)

A heavier-than-air aircraft supported in flight by the reactions of the air on one or more power-driven rotors on substantially vertical axis.

Helideck (TP 2586E)

A helicopter facility on ships and off-shore structures either floating or fixed.

Heliport (AR)

A land aerodrome described in subsection 3(1) of the Airport Regulations in respect of which an airport certificate is in force, and which has been identified as a heliport.

Instrument Runway (ICAO)
One of the following types of runways intended for the operation of aircraft using instrument approach procedures.

a) Non-precision approach runway. An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.

b) Precision approach runway, category I. An instrument runway served by ILS or MLS and visual aids intended for operations down to 60m (200 ft.) decision height and down to an RVR of the order of 800m (2,600 ft.).

c) Precision approach runway, category II. An instrument runway served by ILS or MLS and visual aids intended for operations down to 30m (100 ft.) decision height and down to RVR of the order of 400m (1,200 ft.).

d) Precision approach runway, category III. An instrument runway served by ILS or MLS to and along the surface of the runway and:

   A. intended for operations down to an RVR of the order of 200 m (600 ft.), no decision height being applicable, using visual aids during the final phase of landing;
   B. intended for operations down to an RVR of the order of 50 m (150 ft.), no decision height being applicable, using visual aids for taxiing;
   C. intended for operations without reliance on visual reference for landing or taxiing.

Land Airport (AR)

An aerodrome described in subsection 3(1) of the Airport Regulations in respect of which an airport certificate is in force, and which has been identified as a land airport.

Main Operations Base (AR)

The operations base designated by an applicant pursuant to subsection 5(1) of the Air Carrier Certification Regulations.

Manoeuvring Area (AR)

A part of a land aerodrome/airport other than an apron, intended to be used for the take-off and landing of aircraft and for the movement of aircraft associated with take-off and landing.

Marker (ICAO)

An object displayed above ground level for the purpose of indicating an obstacle, or obstruction, boundary or surface edging.

Marking (AR)

A symbol or group of symbols displayed on the surface of a movement area for the purpose of conveying aeronautical information.

Minister (AA)

The Minister of Transport.

Movement Area (AR)

A part of an aerodrome used for the surface movement of aircraft and includes the manoeuvring area and aprons.

Non-Instrument Runway (ICAO)

A runway intended for the operation of aircraft using visual procedures or instrument procedures to circling minima only.

Obstacle (ICAO)

All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.

Obstacle Limitation Surface (AR)

A surface that establishes the limit to which objects may project into the airspace associated with a land airport so that aircraft operations for which the airport is intended may be conducted safely and includes a transitional surface, a take-off surface, an approach surface, and an outer surface.

Private Use Aerodrome/Airport (CFS)

Except in an emergency, a private use aerodrome/airport is not normally open to itinerant aircraft and therefore the operator's permission should be obtained prior to use. Services are not necessarily available.

Public Use Aerodrome/Airport (CFS)

A public use aerodrome/airport is open to all aircraft at the discretion of the pilot.

Recommended Practice (ICAO)

A specification for physical characteristics, configuration, materiel, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity or efficiency of international air navigation, and to which Contracting States to the ICAO Convention will endeavour to conform. It is editorial practice to use the operative verb "should" for writing the specifications of recommended practices.

Registered Aerodrome (CFS)

Aerodromes listed in the CFS which are not certified as airports are called registered aerodromes.

Runway (ICAO)

A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway Strip (ICAO)

A defined area including the runway and stopway, if provided, intended to reduce the risk of damage to aircraft running off a runway and to protect aircraft flying over it during take-off or landing operations.

Safety Area (ICAO)

A defined area on a heliport surrounding the FATO which is free of obstacles, other than those required for air navigation purposes, and intended to reduce the risk of damage to helicopters accidentally diverging from the FATO.

Scheduled Service (AR)

A public air transportation service for which a schedule has been published.

Standard (ICAO)

A specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States to the ICAO Convention will conform. In the event of impossibility of compliance, notification to the Council is compulsory under Article 38. It is editorial practice to use the operative verb "shall" for writing the specifications of standards.

Secondary Runway (ICAO)

The runway(s) designed to serve less critical aeroplanes and not necessarily sufficient for all aeroplanes which the primary runway is intended to serve and is provided to take account of the effect of particular winds of high velocity.

Stolport (AR)

A land aerodrome described in subsection 3(1) of the Air Regulations in respect of an airport certificate is in force and which has been identified as a stolport.

Taxiing (TP 312E)

Movement of an aircraft on a surface under its own power, excluding take-off and landing, and in the case of helicopters, operation over a surface within a height band associated with ground effect and at speeds associated with taxiing, ie., air-taxiing.

Taxiway (ICAO)

A defined path on a land aerodrome/airport established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome/airport and another, including:

a) Aircraft stand taxilane. A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.

b) Apron taxiway. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.

c) Rapid exit taxiway. A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to run off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

Water and Ice Airport (AR)

An aerodrome described in subsection 3(1) of the Airport Regulations in respect of which an airport certificate is in force and which has been identified as a water and ice airport.

Water Aerodrome Supplement (WAS) (AR)

The aeronautical information publication published under the authority of the Minister of Transport to supplement maps, enroute and navigation charts, and the Canada Air Pilot.

CHAPTER 1
POLICY GUIDANCE AND GENERAL INSTRUCTIONS

1.1. GENERAL

1.1.1 In Canada there are two classes of aerodromes: aerodromes which are not certified as airports; and aerodromes which are certified as airports.

1.2 PURPOSE

1.2.1 This publication provides direction for the certification of aerodromes as airports.

1.3 AUTHORITY FOR PUBLICATION AND REVISIONS

1.3.1 The directives and information necessary for the certification of aerodromes as airports are published under the authority of the Director General, Air Navigation System. The Chief of Air Navigation Policies and Standards is responsible for the publication of revisions. Proposals for changes shall be forwarded to:

Transport Canada (AANDD)
Tower "C", Place de Ville
Ottawa, Ontario
KIA 0N8

1.4 AERODROMES AND AIRPORTS

1.4.1 An "aerodrome" means any area of land, water (including the frozen surface thereof) or other supporting surface used, designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure, movement or servicing of aircraft and includes any buildings, installations and equipment situated thereon or associated therewith. It is estimated that there are over 6000 aerodromes in Canada; however reliable information is available for approximately one-third of this total. Where reliable aerodrome information is available, that information is published in the Canada Flight Supplement (CFS) or the Water Aerodrome Supplement (WAS). An aerodrome which is listed and described in the CFS or the WAS is called a "registered aerodrome". Information respecting registered aerodromes is contained in Appendix F.

1.4.2 Aerodromes, including those not listed in the CFS or the WAS, are required to be marked, lighted, equipped and operated in accordance with Air Regulations Part III and Air Navigation Orders Series III.

NOTE: Current Air Regulations Part III and Air Navigation Orders Series III that pertain to aerodromes will be replaced by the new Air Regulations Series III, No.1, Regulations Respecting Aerodromes.

1.4.3 An "airport" means an aerodrome in respect of which a Canadian aviation document (Airport certificate) is in force. There are over 700 airports in Canada, each with an airport certificate stating that it is in compliance with conditions required for the aerodrome to be certified and used as an airport. All airports are listed and described in either the CFS or the WAS, as appropriate.

1.4.4 It is Transport Canada policy that an airport shall be inspected at least once each year, by an Aerodrome Standards Civil Aviation Inspector, to ensure that the airport is operated and maintained in accordance with the conditions specified in the airport certificate.

NOTE: Current Air Regulations Part III that pertain to airports will be replaced by the new Air Regulations Series III, No. 2, ·Airport Regulations.

1.5 APPLICABILITY OF CERTIFICATION

1.5.1 Any aerodrome that is located within the built-up area of a city or town shall be certified as an airport to comply with Air Regulations which prohibit aircraft from departing or arriving from an aerodrome that is so located unless that aerodrome is certified as an airport.

1.5.2 Any land aerodrome that is used by an air carrier as a main operations base or for a scheduled passenger carrying service shall be certified as an airport to comply with Transport Canada policies respecting air carrier operations.

NOTE: A flight training school that.provides ab-initio flight training to unlicensed student pilots is deemed to be an air carrier; therefore the aerodrome where the main operations base of such a flight training school is located shall be required to be certified as an airport.

1.6 AIRPORT CERTIFICATE AND AIRPORT OPERATIONS MANUAL FORMATS

1.6.1 An airport certificate shall be in the form illustrated in Appendix B of this publication. The airport certificate comprises five sections:

Section I Certificate Cover Page ·
Section II Conditions
Section III Deviation from Standards
Section IV Special Procedures
Section V Airport Operations Manual

1.6.2 The operator of an airport shall maintain an Airport Operations Manual (AOM), the contents of which shall be approved by the Minister setting out the standards and levels of service to be maintained for certification. An AOM is therefore the legal reference to determine, by inspection, that the airport complies with all applicable regulatory requirements and that airside services and facilities are being provided at the level agreed upon in the original approval or as subsequently changed by amendment.

1.6.3 The drafting and submission of an AOM is the responsibility of the applicant aerodrome operator.

1.7 AIRPORT CERTIFICATION STANDARDS AND RECOMMENDED PRACTICES

1.7.1 The standards and recommended practices that are used for the certification of aerodromes as airports in Canada are derived from International Standards and Recommended Practices which Canada has undertaken to adopt in accordance with articles 37 and 38 of the Convention of International Civil Aviation. The National Standards and Recommended Practices that are applicable in Canada have been categorized according to airport type and published in Transport Canada publications:

a) Land Airport Standards and Recommended Practices - TP 312E;

b) Heliport and Helideck Standards and Recommended Practices - TP 2586E;

c) Stolport Standards and Recommended Practices - TP 4885E; and

d) Water/Ice Airport Standards and Recommended Practices - TP 4884E.

1.7.2 The standards and recommended practices publications provide direction, where applicable, concerning:

a) Physical Characteristics - geometry and dimensions of manoeuvring areas for the operation of aircraft at airports;

b) Obstacle Limitation Surface - geometry and dimensions of an obstacle free environment for aircraft taking off, landing and manoeuvring in the vicinity of airports;

c) Lighting - specifications for airport lighting to provide adequate visual guidance to aircraft taking off from the runway concerned, approaching it, or after a visual circuit and to aircraft manoeuvring on the ground; and

d) Markers, Marking and Signs - specifications which provide airport movement areas with clearly identifiable and appropriate visual guidance. The specifications for obstruction markings pursuant to Air Regulation 514.1 are published in the Standards and Obstruction Markings Manual TP 382E.

1.7.3 A standard is defined, under provisions of the Convention of International Civil Aviation, as a specification for physical characteristics, configuration, materiel, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38. It is editorial practice to use the operative verb "shall" for writing the specifications of standards.

1.7.4 A recommended practice is defined, under the Convention of International Civil Aviation, as a specification for physical characteristics, configuration, materiel performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity or efficiency of international air navigation, and to which Contracting States will endeavour to conform in accordance with the Convention. It is editorial practice to use the operative verb "should" for writing the specifications of recommended practices.

1.8 SPECIAL PROCEDURES

1.8.1 Where the presence of nearby airports, aerodromes, sensitive areas, obstructions, traffic conditions, etc. necessitate the design and application of special flight procedures, such procedures shall be approved by the certification authority and published in the Airport Operations Manual (AOM), Canada Air Pilot (CAP), Aeronautical Information Publication, Canada (A.I.P), Canada Flight Supplement (CFS), and Water Aerodrome Supplement, Canada (WAS), VFR Arrival/Departure Charts, VFR Terminal Area Charts, etc. Special procedures not relevant to certification need not be recorded in the AOM.

1.9 DEVIATIONS FROM STANDARDS

1.9.1 Where an aerodrome cannot meet one or more of the certification standards, each deviation will be the subject of an aeronautical study as described in chapter 5. An aeronautical study shall be conducted by qualified civil aviation inspectors. The results of the aeronautical study, including proposed recommendations to provide an equivalent level of safety will be forwarded to the Chief, Air Navigation Policies and Standards (AANDD) for approval.

1.10 AERODROME AND AIRPORT POLICY REFERENCES

1.10.1 The Director of Air Navigation System Requirements publishes Air Navigation System level of service policy direction respecting aerodromes and airports. These policies are catalogued in Appendix H for the convenience of users of this manual. Persons requiring aerodrome and airport policy information who do not have ready access to the policy documents listed in Appendix H may obtain copies of current policy documents from the appropriate Regional Manager of Air Navigation System Requirements.

CHAPTER 2
ISSUE AND SUSPENSION OF AN AIRPORT CERTIFICATE

2.1 GENERAL

2.1.1 An aerodrome may be certified as an airport under one or several classifications and operating conditions as a private use or public use airport:

FIGURE 2-1

AIRPORT CLASSIFICATION	OPERATING CONDITIONS
Land Airport Water Airport Ice Airport Heliport Stolport	Day Night VFR IFR

NOTE: Guidelines on free balloon launching sites are contained in the Air Navigation System Requirements Information Bulletin 84-01.

2.1.2 In general, an airport that is classified as a land airport, a water airport, or an ice airport, will be able to support aeroplane, helicopter and/or balloon operations unless the certification conditions state otherwise. An airport that is classified as a heliport or stolport will only be able to support, respectively, helicopter or STOL aeroplane operations unless the certification conditions state otherwise.

2.2 OBLIGATIONS OFTHE HOLDER OF AN AIRPORT CERTIFICATE

2.2.1 The holder of an airport certificate shall:

a) comply with all conditions and limitations prescribed in the certificate;

b) maintain the standards, conditions, airside services and facilities as described in the AOM;

c) immediately notify the Regional Manager, Air Navigation System Requirements, of intention to change any specifications contained in the AOM;

d) conduct regular scheduled safety inspections of the airport and special inspections as required, such as after an accident or incident;

e) arrange for the issuance of a NOTAM in accordance with TP 973 Canadian Class I NOTAM Procedures when obstructions or hazards appear or changes in the level of service occur. When possible, for programmed construction or maintenance, a Class II NOTAM shall be issued giving advance notification at least 10 days before the proposed movement area restrictions. In cases where 10 days notice is not possible, the maximum possible notice shall be provided by Class I NOTAM. If the proposed restrictions are delayed, the NOTAM shall be cancelled and revised information provided if necessary;

f) ensure that information appearing in aeronautical information publications with respect to the airport, is current and correct; and

g) submit a Plan of Construction Operations to the Regional Manager, Air Navigation System Requirements to obtain approval prior to carrying out any construction activities while continuing the operational use of runways, taxiways or other manoeuvring surfaces at the airport. All details of the construction activities, precautions, signage to be used, etc. are to be included in the plan.

2.3 THE AIRPORT OPERATIONS MANUAL

2.3.1 The Airport Operations Manual (AOM) catalogues the obligations undertaken by the airport operator to maintain standards and to provide specified airside services at an agreed upon level.

2.3.2 The drafting of an AOM is the responsibility of the applicant aerodrome operator. Where necessary, an Aerodrome Standards Civil Aviation Inspector will assist the applicant in drafting the AOM.

2.4 INITIAL APPLICATION

2.4.1 Applicants for an airport certificate will be advised that, prior to undertaking any commitment regarding option, purchase or development agreements, they should discuss the proposed airport development plans with the Regional Manager, Air Navigation System Requirements. This should ensure that the proposed site can be developed to a standard that will allow certification and, where needed, later expansion. Scaled drawings of the proposed aerodrome layout should be prepared to facilitate a proper assessment of the proposal.

2.4.2 The applicant shall submit a completed copy of an airport certificate application (Appendix A) together with a copy of the proposed AOM (Appendix C) to the Regional Manager, Air Navigation System Requirements.

2.4.3 On receipt of the application, an Aerodrome Standards Civil Aviation Inspector will contact the operator to discuss details of the proposal. A visit may be arranged, after which the operator will be notified of the results. This notice will specify any constraints that must be resolved before a certification inspection will be carried out.

2.4.4 It is the policy of Transport Canada-to advise a proponent to consult with local land use authorities before undertaking any substantial commitments. The proponent of the airport shall obtain approval of the local use authority prior to issuance of an airport certificate. Should the local land use authority oppose the establishment of a certified airport, the Regional Manager, Air Navigation System Requirements shall refer the matter to the Director, Air Navigation System requirements for resolution by the Minister of Transport. This policy has been adopted to ensure that local land-use authorities have the opportunity to object to or influence the establishment/development of airports. In all instances; the issuance of an airport certificate will be withheld until satisfactory resolution of the land use question.

2.5 AIRPORT CERTIFICATE ISSUE

2.5.1 An Airport Certificate will be issued where an airport certification inspection reveals that all the requirements for the airport's certification have been fulfilled, including:

a) where a deviation from certification standards exists, measures have been implemented to provide for an equivalent level of safety; and

b) the AOM has been subll1itted by the Airport Operator and approved by the Regional Manager, Air Navigation System Requirements.

2.6 AIRPORT CERTIFICATE VALIDITY

2.6.1 An airport certificate will remain valid if the airport is maintained in accordance with conditions and special procedures specified in the certificate and to the level of service described in the AOM. Annual inspections shall be conducted to verify continued conformity to certification standards, and levels of service specified in the AOM.

2.7 INTERIM AIRPORT CERTIFICATE

2.7.1 Pending issue of a permanent airport certificate, an interim certificate may be issued by letter or telex. The conditions of issue and any special conditions will be included in the authorizing document.

2.7.2 If required, a NOTAM shall be issued giving notice of the airport location, special conditions and method for contacting the operator.

2.8 AIRPORT CERTIFICATE AMENDMENT

2.8.1 Transport Canada may make amendments to the conditions of issue of an airport certificate where:

a) an approved deviation from certification standards and/or conditions is required;

b) there is a change in the use or operation of the airport;

c) there is a change in the boundaries of the airport; and

d) requested by the holder of the airport certificate.

2.9 AIRPORT CERTIFICATE SUSPENSION AND SURRENDER

2.9.1 Where necessary for aviation safety reasons. Aerodrome Standards Civil Aviation Inspectors have been delegated authority to suspend an airport certificate. The airport certificate holder will be notified of the grounds for suspension, prior to such action.

2.9.2 The process for suspending an airport certificate is detailed in Chapter 8, TP 7497E, Civil Aviation Tribunal TCAG Staff Guidelines.

2.9.3 An airport certificate may be suspended where:

a) the airport does not meet an airport certification standard required by Air Regulations;

b) the airport operator does not comply with a condition prescribed in the airport certificate.

c) an immediate threat to aviation safety exists or is likely to occur as a result of an act or thing having been or proposed to be done under the authority of the airport certificate.

d) when it is determined that one or more factors have deteriorated to a point where air safety is jeopardized.

2.9.4 When an airport certificate is suspended on the grounds that an immediate threat to aviation safety exists, the Chief, Air Navigation Policies and Standards and the Regional Director, Aviation Regulation shall be advised and a Class I NOTAM shall be issued. The initial suspension shall be for a maximum of 10 days.

2.9.5 An airport certificate shall be surrendered when the airport no longer meets the eligibility criteria specified in paragraph 1.5 or at the request of the certificate holder.

CHAPTER 3
AIRPORT OPERATIONS MANUAL (AOM)

3.1 GENERAL

3.1.1 An Airport Operations Manual (AOM) is a requirement for certifying an aerodrome as an airport. Appendix C provides guidance to the airport operator in development of the AOM. The AOM must be approved by the Minister to signify the airport meets certification standards and there are no apparent shortcomings which would adversely affect safety of flight at the airport. The AOM provides a reference document for certification inspections.

3.1.2 The contents of the AOM shall be consistent with the applicable Air Regulations and associated documents identified in section 1.7 of Chapter 1. During an airport certification inspection, the AOM is used by an Aerodrome Standards Civil Aviation Inspector as a checklist of the airport certification standards to be maintained and of the level of airside services being provided.

3.1.3 The airport operator shall:

a) keep the AOM current at all times;

b) maintain at least one complete and current copy of the AOM at the airport to be available as a reference;

c) furnish the applicable portions of the AOM to the personnel responsible for their implementation;

d) make the copy required by item (b) above available for inspection by the representative of the regulatory authority or by airport users and tenants upon request;

e) provide the Regional Manager, Air Navigation System Requirements, with one complete and current copy of the AOM; and

f) maintain an amendment list and ensure that holders of the AOM receive numbered and dated amendments in a timely manner.

3.2 PURPOSE OF AIRPORT OPERATIONS MANUAL

3.2.1 The AOM serves as:

a) a legal reference between the airport operator and the regulatory authority, with respect to the standards, conditions and levels of service to be maintained for certification;

b) a reference document for airport inspections;

c) a reference document for airport users and tenants; and

d) a legal instrument to record any approved changes of the airport's standards, conditions or levels of service.

3.3 CONTENTOF AIRPORTOPERATIONS MANUAL

3.3.1 An AOM should consist of three parts: Part 1 - Administration; Part 2 – Airport Specifications; and Part 3 - Airside Services and Facilities. The required format is attached at Appendix B.

3.4 PART 1 — ADMINISTRATION

3.4.1 The administration section shall include:

a) a record of amendments to the AOM;

b) a current list of holders of copies of the AOM;

c) an acknowledgement of AOM amendment procedures and of the obligations of the airport operator,

d) a description of the operational organization and operating procedures that contains assigned responsibilities, operational lines of succession, and delegated authorities. The format shall include where appropriate:

1) a foreword by the airport operator/manager;
2) a chart of the operational organization;
3) operational procedures
   - day-to-day operation
   - responsibility assignments
   - reference to inter-unit agreements - airside services available;
4) airport drawings;
5) flightways; arrival/departure routes; and
6) airport plans.

3.5 PART 2 - AIRPORT SPECIFICATIONS

3.5.1 This section shall contain information regarding the specifications of the certification standards applicable to the airport including:
(a) physical characteristics
(b) obstacle limitation surfaces
(c) declared distances
(d) lighting
(e) markers
(f) markings
(g) signs

Deviations from the Certified Airport Air Regulations and conditions applicable for approval shall be published in Part III of the Airport Certificate. Details of any special flight procedures required at the airport shall be specified in Section IV of the Airport Certificate.

3.5.2 Appropriate diagrams, photographs, etc., shall be included showing movement areas, visual aids, non-visual aids; shore-based facilities including water take-off and landing areas, etc.

3.6 PART 3 - AIRSIDE SERVICES AND FACILITIES

3.6.1 This section shall contain information regarding airside services and facilities provided at the airport, including:

a) Four airside services that are always required as a condition of certification in Section II of the airport certificate:
(i) emergency response measures;
(ii) airport safety measures;
(iii) movement area access and control procedures; and
(iv) apron management and apron safety plans.

Note: These services are to be provided to the extent appropriate to the operational requirements of the airport.

b) Other airside services which may be required as a condition of certification in the interest of aviation safety.

c) Other airside services and facilities provided at the discretion of the airport operator as a result of consultation with airport tenants and users.

d) Facilities and services provided by Transport Canada in accordance with Air Navigation System level of service policy:
(i) air traffic and communication services;
(ii) navigational aids;

(iii) aeronautical information services;
(iv) aviation weather services; and
(v) runway traction measurement systems.

3.6.2 Guidance applicable to the above-noted airside services and facilities is contained in Appendix E.

CHAPTER 4

AIRPORT CERTIFICATION INSPECTIONS.

3.1 INTRODUCTION

3.1.1 An airport certification inspection is first and foremost a comprehensive safety review. An Aerodrome Standards Civil Aviation Inspector is responsible to confirm that the. Airport meets airport certification standards and that airside organization, procedures, services and facilities are all provided in accordance with the level of service described in the AOM.

3.2 TYPE OF INSPECTION

3.2.1 The following inspections may be required as part of the certification process:

a) Pre-development. A site inspection may be conducted by an Aerodrome Standards Civil Aviation Inspector to provide general advice respecting the development of the site to a certified airport status.

b) Site Assessment Inspection. After receipt of the application an initial inspection may be conducted to:
   (i) verify the application details;
   (ii) assess the suitability of the site for development as an airport from an aviation safety standpoint; and
   (iii) identify areas requiring development to meet applicable airport certification standards.

c) Annual Certification Inspections shall be conducted to verify conformity to the standards and the levels of service listed in the Airport Operations Manual (AOM) and to identify any areas of non-compliance.

d) Special Inspections may be conducted where there is cause to suspect that the airport no longer conforms to the certification requirements outlined in the AOM.

e) Follow-up Inspections may be conducted where necessary to verify that the airport operator has rectified a situation that was found to be unsatisfactory during a preceding inspection.

f) Certified Airport Safety Review shall be conducted when considered necessary by the Director General Air Navigation System or the Regional Director Air Navigation System in accordance with Transport Canada Aviation Policy Document 114.324.

3.2.2 Team Approach At Major Airports. The scope of airport certification is such that a team approach may be requested by the Regional Manager, Air Navigation System Requirements at major airports. In this case an inspector-in-charge, assigned by the Regional Manager Air Navigation System Requirements, will be supported as necessary by additional inspectors and other specialist staff (assigned from Airports Group, Air Traffic Services, and Technical Services) from other regions and/or Ottawa Headquarters.

NOTE: Other members may include airspace, monitoring or planning and operational requirements inspectors.

CHAPTER 5
AERONAUTICAL STUDY

5.1 PURPOSE

5.1.1 An aeronautical study is conducted to: assess the impact of deviations from airport standards; present alternative means of achieving the required level of safety; estimate the effectiveness and the cost of each alternative; and recommend procedures to compensate for the deviation.

5.2 APPLICABILITY

5.2.1 An aeronautical study shall be carried out where airport standards cannot be met or as a result of development. Such a study is most frequently undertaken during the planning of a new airport or during the certification of an existing aerodrome as an airport.

5.3 DEFINITION

5.3.1 An aeronautical study is a study of an aeronautical problem to identify possible solutions and if possible select a solution that is acceptable with respect to safety.

5.4 TECHNIQUES

5.4.1 An aeronautical study will be conducted by a qualified civil aviation inspector. The techniques most frequently used are:

(a) technical analysis,

(b) benefit/cost analysis, and

(c) risk estimation.

5.5 TECHNICAL ANALYSIS

5.5.1 Technical analysis is the technique that is most familiar to aerodrome certification inspectors. In effect, the technical analysis will provide justification for a deviation on the grounds that an equivalent level of safety can be attained by other means. It is generally applicable in situations where the cost of correcting a problem that violates a standard is excessive but where the unsafe effects of the problem can be overcome by some procedural means which is both practical and reasonable.

In conducting a technical analysis an inspector will draw upon practical experience

and specialized knowledge. He may also consult specialists in relevant areas. When considering alternative procedures in the deviation approval process, it is essential to bear in mind the safety objective of Airport Regulations and standards so that the intent of the Regulations is not circumvented.

5.5.2 A few examples of the kinds of problems which technical analysis methodology can resolve and the special conditions that may result from such analysis are:

a) An obstacle that penetrates an obstacle limitation surface may be permitted if the obstacle is made conspicuous by marking, lighting and a descriptive notation made in flight information publications.

b) An obstacle that penetrates an outer surface may be permitted if a circling procedure is prohibited, or restricted to obstacle-free segments of the outer surface.

c) Large aircraft may be permitted to operate at airports where runways and taxiways are so close together that the large aircraft obstruct the use of a runway when they are taxiing, provided a system of positive control is established to prevent the use of a runway when it is so obstructed.

d) Where the effect of an obstacle within a take-off/approach path of a runway cannot be mitigated by displacing the runway threshold, the use of that runway may be permitted provided the obstacle is made conspicuous by marking and lighting. In addition, a practical safe obstacle avoidance procedure for aircraft departing or approaching the runway is published in flight information publications.

e) Use of a runway, where the width relative to length is less than the prescribed in TP 312E, Part 1, Chapter 4, Table 1-1, may be permitted provided a cautionary note is published in flight information publications specifying an aircraft wing span/outer main gear span limitation that is appropriate for the narrower than standard runway width.

f) Use of a runway with sub-standard runway strip or graded areas may be permitted provided a cautionary note describing the condition and the cautions to be exercised are published in flight information publications.

5.6 BENEFIT/COST ANALYSIS

5.6.1 Benefit/cost analysis is a technique for comparing alternate choices where the costs and the benefits can be rationalized over an extended period of time. The costs and benefits are quantified in terms of dollars discounted over a common time period.

5.6.2 Sometimes the benefit/cost factors relate to narrow spectrum of operational consideration and sometimes to a more broadly defined aspect (industrial, mining, population growth, etc.). The local area situation must be considered in assessing an airport's potential as a factor in the growth of the local area. Normally, an analysis will be projected over a 15-

year period during which the benefits will repay the initial capital investment and on-going operating costs. It will normally be necessary to draw upon a specialist's advice to complete benefit/cost analysis.

5.7 RISK ESTIMATION

5.7.1 Risk estimation is an important element of an aeronautical study, being required for both benefit/cost and technical analysis.

5.7.2 One of the alternatives in a benefit/cost analysis is to simply accept the risk created by the deviation and approve operations without imposing conditions. The "cost" in this do-nothing choice is a decrease in the level of safety resulting from the deviation from standard. To calculate this "cost" or reduction in safety, it is necessary to estimate the risk in such operations.

5.7.3 Since technical analysis involves the development of alternative procedures that safely compensate for a deviation, the risks associated with the alternative procedures must be estimated to ensure that the required level of safety is attained.

5.7.4 In many cases risk can be satisfactorily estimated on the basis of the historical safety record of operations at the airport involved, where such a record is available. Where special procedures are proposed to compensate for a deviation, the risk can sometimes be estimated using appropriate data from other sites where the procedures have been used.

5.8 APPROVAL OF DEVIATIONS

5.8.1 When an aeronautical study is completed, a copy of the study together with the recommendation of the regional authority that includes a description of any alternative procedure developed to offset the impact of the deviation, shall be sent to the Chief, Air Navigation Policies and Standards for approval. Normally 30 days should be allowed for headquarters action.

5.8.2 In some instances the only reasonable means of providing an equivalent level of safety is to require, as a condition of certification, that cautionary advice be published in the Canada Flight Supplement (CFS).

5.8.3 The determination to require CFS caution will be primarily dependent on two considerations:

a) the pilot's need to be made aware of potentially hazardous conditions; and

b) the Department's responsibility to advertise deviations from standards that would otherwise be assumed under certificate status.

5.8.4 The following procedure is to be followed whenever a cautionary statement is required to be published in the CFS:

a) the Regional request for deviation approval will reference the applicable standard and include as necessary a suggested non technical wording for CFS cautionary advice;

b) the deviation approval will be staffed through Aeronautical Information Services (AANDH) to confirm suitability of the CFS cautionary statement;

c) the Chief, Air Navigation Policies and Standards will forward deviation approval to the Region; and

d) the Region will submit a Flight Information Amendment (FIA) to AANDHA to complete the condition of certification requirement.

e) an information copy of the FIA will be forwarded to AANDDA by the region so that the deviation file may be closed.

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Appendix A

A - 1

APPLICATION FOR AIRPORT CERTIFICATE DEMANDE DE CERTIFICAT D'AÉROPORT

FULL NAME OF APPLICANT – NOM ET PRÉNOM DU REQUÉRANT	TELEPHONE – TÉLÉPHONE
ADDRESS – ADRESSE	POSTAL CODE – CODE POSTAL
LOCATION OF AIRPORT – EMPLACEMENT DE L'AÉROPORT ATTACH SKETCH OR PHOTOGRAPH – JOINDRE UN CROQUIS OU PORTRAIT	DIRECTION AND DISTANCE FROM NEAREST COMMUNITY / DIRECTION ET DISTANCE DE LA COMMUNAUTÉ LA PLUS PRÈS LATITUDE / LONGITUDE

PROPOSALS FOR AIRPORT – PROPOSITIONS POUR AÉROPORT

USE (DESIGN AIRCRAFT) – UTILISATION (AÉRONEF DE RÉFÉRENCE)

ELEVATION – ELÉVATION	HOURS OF OPERATION – HEURES D'EXPLOITATION

CLASSIFICATION OF AIRPORT – CLASSIFICATION DE L'AÉROPORT

☐ PRIVATE USE / PRIVÉ ☐ PUBLIC USE / PUBLIC

☐ DAY / JOUR ☐ NIGHT / NUIT

☐ IFR ☐ VFR

☐ LAND / TERRESTRE ☐ STOLPORT / ADACPORT

☐ HELIPORT / HÉLIPORT ☐ WATER / HYDROAÉROPORT

☐ ICE / SUR GLACE

☐ PERMANENT ☐ TEMPORARY / TEMPORAIRE

AIRPORT PROPERTY TITLE – TITRE DE PROPRIÉTÉ DE L'AÉROPORT

DETAILS OF RIGHTS YOU HOLD ON AIRPORT SITE – DÉTAILLEZ LES DROITS QUE VOUS AVEZ SUR L'EMPLACEMENT

PERIOD FOR WHICH YOU HOLD THOSE RIGHTS – DURÉE POUR LAQUELLE VOUS AVEZ CES DROITS

NAME AND ADDRESS OF OWNER WHO HAS PERMITTED THIS SITE TO BE USED AS AN AIRPORT	NOM ET ADRESSE DU PROPRIÉTAIRE QUI A PERMIS QUE CET EMPLACEMENT SOIT UTILISÉ EN TANT QU'AÉROPORT

LOCAL NOTICE – AVIS LOCAL

HAVE LOCAL LAND USE AUTHORITIES BEEN NOTIFIED OF PROPOSAL TO USE THIS SITE AS AN AIRPORT? EST-CE QUE LES AUTORITÉS LOCALES DE L'UTILISATION DE BIENS-FONDS A ÉTÉ AVISÉ DE LA PROPOSITION D'UTILISER CET EMPLACEMENT EN TANT QU'AÉROPORT? ☐ YES / OUI ☐ NO / NON	HAVE OBJECTIONS BEEN RAISED TO THE PROPOSED USE OF THE SITE AS AN AIRPORT? EST-CE QUE DES OBJECTIONS ONT ÉTÉ SOULEVÉES EN CE QUI CONCERNE L'UTILISATION PROPOSÉE DE CET EMPLACEMENT EN TANT QU'AÉROPORT? ☐ YES / OUI ☐ NO / NON
NAME AND ADDRESS OF AUTHORITIES ADVISED – NOM ET ADRESSE DES AUTORITÉS AVISÉES	DATE OF ADVISEMENT – DATE DE L'AVIS (Y-A – M – D-J)

ADDITIONAL COMMENTS – COMMENTAIRES ADDITIONNELS

CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS CORRECT AND NO RELEVANT INFORMATION HAS BEEN OMITTED.
J'ATTESTE QUE LES RENSEIGNEMENTS FOURNIS DANS LA PRÉSENTE DEMANDE SONT PRÉCIS ET QU'AUCUN RENSEIGNEMENT PERTINENT N'A ÉTÉ OMIS.

DATE (Y-A – M – D-J) _____ SIGNATURE OF APPLICANT – SIGNATURE DU REQUÉRANT _____

INSPECTOR'S COMMENTS – COMMENTAIRES DE L'INSPECTEUR

DATE (Y-A – M – D-J) _____ SIGNATURE OF INSPECTOR – SIGNATURE DE L'INSPECTEUR _____

26-0406 (12-90)

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Canada

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Aviation Aviation

CIVIL AERONAUTICS

AIRPORT CERTIFICATE

AÉRONAUTIQUE CIVILE

CERTIFICAT D'AÉROPORT

NAME OF AIRPORT - NOM DE L'AÉROPORT		CERTIFICATE HOLDER (NAME AND ADDRESS) DÉTENTEUR DU CERTIFICAT (NOM ET ADRESSE)
CLASS: - CATÉGORIE : ☐ LAND / TERRESTRE ☐ WATER / HYDROAÉROPORT ☐ HELIPORT / HÉLIPORT ☐ ICE / SUR GLACÉ ☐ STOLport / ADACport		
LATITUDE:	LONGITUDE:	CERTIFICATE NO. - N° DU CERTIFICAT

SECTION 1 - CERTIFICATION

This certificate is issued under the authority of the Minister of Transport pursuant to the Aeronautics Act and the Air Regulations Series III, and certifies that this airport meets the airport standards, except as noted in Section III, subject to any special procedures specified in Section IV, under conditions of:

Ce certificat est émis avec l'autorisation du Ministre des Transports conformément à la Loi sur l'aéronautique et au Règlement de l'Air, Série III et atteste que l'aéroport précité répond aux normes d'aéroport, sauf les exceptions prévues à l'article III, sous réserve de toute disposition spéciale prescrite à l'article IV et selon les conditions suivantes:

☐ PUBLIC USE / PUBLIC ☐ DAY / JOUR ☐ VFR

☐ PRIVATE USE / PRIVÉE ☐ NIGHT / NUIT ☐ IFR

(Y-A – M – D-J)

MINISTER OF TRANSPORT - MINISTRE DES TRANSPORTS

DATE
(OF ISSUE - D'ÉMISSION)

Canada

26-0349 (11-90)

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SECTION - II

CONDITIONS

This certificate or any part thereof may be suspended or cancelled at any time by the Minister for failure on the part of the operator, his servants or agents to comply with the terms and provisions of this certificate, the Aeronautics Act or the Air Regulations.

This certificate shall remain valid as long as:

(a) the airport is maintained in accordance with airport standards: and operational procedures, airside services, and airside facilities are provided in accordance with the level of service described in the Airport Operations Manual (AOM)(Appendix C);

(b) conditions applicable for approval, as specified in Section III are observed;

(c) special procedures specified in Section IV are observed:

(d) the certificate holder notifies the Minister in writing prior to making any changes in the physical characteristics, movement areas or obstacle limitation surfaces of the aerodrome for the purpose of publishing such changes by NOTAM and Aeronautical Information Publications;

or until the certificate is suspended or cancelled.

The operator shall advise the Regional Manager, Air Navigation System Requirements within 14 days after a change of ownership of the airport.

Le présent certificat, dans sa totalité ou en partie, peut être suspendu ou annulé à tout moment par le Ministre, si l'exploitant, ses employés ou ses agents ne respectent pas les modalités et les dispositions du présent certificat, de la Loi sur l'aéronautique ou du Règlement de l'Air.

Le présent certificat demeurera valide pour autant:

a) que l'aéroport est exploité conformément aux normes d'aéroport; que les procédures d'exploitation et les services et installations côté piste sont conformes au niveau de service décrit dans le manuel d'exploitation d'aéroport (AOM) (annexe C);

b) que les conditions relatives à l'approbation stipulées dans la section III sont observées;

c) que les procédures spéciales stipulées dans la section IV sont observées;

d) que le déntenteur du certificat donne au Ministre un préavis écrit de toutes modifications aux caractéristiques physiques, aux aires de mouvement ou aux surfaces de limitation d'obstacles de l'aérodrome, afin que ces modifications soient publiées par NOTAM et dans les publications d'information aéronautique;

ou jusqu'à ce que le certificat soit suspendu ou annulé.

L'exploitant doit aviser le gestionnaire régional, Exigences du système de navigation aérienne, de tout changement de propriétaire de l'aéroport dans les 14 jours qui suivent un tel changement.

SECTION - III

DEVIATION FROM STANDARDS - EXCEPTIONS

DEVIATION FROM STANDARDS EXCEPTIONS	CONDITIONS APPLICABLE FOR APPROVAL CONDITIONS APPLICABLES POUR APPROBATION

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SECTION - IV

SPECIAL PROCEDURES - DISPOSITIONS SPÉCIALES

The following special procedures are in effect as condition of certification:
Les dispositions spéciales suivantes s'appliquent comme condition de certification :

(Y-A – M – D-J)

MINISTER OF TRANSPORT - MINISTRE DES TRANSPORTS

DATE
(OF ISSUE - D'ÉMISSION)

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Appendix C-1

AIRPORT OPERATIONS MANUAL

MANUEL D'EXPLOITATION D'AÉROPORT

AIRPORT NAME – NOM DE L'AÉROPORT	
OWNER'S NAME – NOM DU PROPRIÉTAIRE	
OPERATOR'S NAME – NOM DE L'EXPLOITANT	
AIRPORT MANAGER – DIRECTEUR DE L'AÉROPORT	
LATITUDE	LONGITUDE
CERTIFICATE NUMBER – N° DU CERTIFICAT	DATE OF ISSUE – DATE D'ÉMISSION

STATEMENT: AIRPORT OPERATOR – DÉCLARATION : EXPLOITANT DE L'AÉROPORT

I HEREBY CERTIFY THAT THE INFORMATION IN THIS AIRPORT OPERATIONS MANUAL IS CORRECT AND NO RELEVANT INFORMATION HAS BEEN OMITTED. I ACCEPT AND WILL COMPLY WITH ALL THE SPECIFICATIONS CONTAINED HEREIN.

PAR LA PRÉSENTE, J'ATTESTE QUE LES RENSEIGNEMENTS FOURNIS DANS CE MANUEL D'EXPLOITATION D'AÉROPORT SONT PRÉCIS ET QU'AUCUN RENSEIGNEMENT PERTINENT N'A ÉTÉ OMIS. J'ACCEPTE ET JE ME CONFORMERAI AUX SPÉCIFICATIONS STIPULÉES DANS LA PRÉSENTE.

DATE
(Y-A – M – D-J)

SIGNATURE OF AIRPORT OWNER/OPERATOR
SIGNATURE DE L'EXPLOITANT OU DU PROPRIÉTAIRE

APPROVAL – APPROBATION

THIS AIRPORT OPERATIONS MANUAL IS APPROVED.
CE MANUEL D'EXPLOITATION D'AÉROPORT EST APPROUVÉ.

DATE
(Y-A – M – D-J)

MINISTER OF TRANSPORT – MINISTRE DES TRANSPORTS

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AIRPORT OPERATIONS MANUAL
PART 1
ADMINISTRATION

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RECORD OF AMENDMENTS

NUMBER	DATE	DATE ENTERED	ENTERED BY

FOREWORD AND OBLIGATIONS

STATEMENT BY AIRPORT OPERATOR

Appropriate statement by Airport Operator/Manager on a commitment to providing a safe environment for aircraft operations.

OBLIGATIONS

The holder of an airport certificate shall:

a) comply with all conditions and limitations prescribed in the certificate;

b) maintain the standards, conditions, airside services and facilities as described in the AOM;

c) immediately notify the Regional Manager, Air Navigation System Requirements, of intention to change any specifications contained in the AOM;

d) conduct regular scheduled safety inspections of the airport and special inspections as required, such as after an accident or incident;

e) arrange for the issuance of a NOTAM in accordance with TP 973 Canadian Class I NOTAM Procedures when obstructions or hazards appear or changes in the level of service occur. When possible, for programmed construction or maintenance, a Class II NOTAM shall be issued giving advance notification at least 10 days before the proposed movement area restrictions. In cases where 10 days notice is not possible, the maximum possible notice shall be provided by Class I NOTAM. If the proposed restrictions are delayed, the NOTAM shall be cancelled and revised information provided if necessary;

f) ensure that information appearing in aeronautical information publications with respect to the airport, is current and correct; and

g) submit a Plan of Construction Operations to the Regional Manager, Air Navigation System Requirements to obtain approval prior to carrying out any construction activities while continuing the operational use of runways, taxiways or other manoeuvring surfaces at the airport. All details of the construction activities, precautions, signage to be used, etc. are to be included in the plan.

HOLDERS OF AIRPORT OPERATIONS MANUAL - DÉTENTEURS DU MANUEL D'EXPLOITATION D'AÉROPORT

1.
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AIRPORT OPERATIONS MANUAL
PART 1 - ADMINISTRATION

1.1 Introduction

A brief description of the airport: e.g. runway configuration, classification, sub-classification, primary utilization, hours of operation, mandate, etc.

NOTE: The information contained in Part 1 will correspond to the operational requirements of the airport.

1.2 Airport Organizational Structure and Operational Procedures

Describe the organizational structure and the airside operational procedures used by the airport operator. The official tides of airport employees, their responsibility assignments, lines of succession and delegated authorities should be covered. The following subject headings may be appropriate:

(a) Chart of Organizational Structure.
(b) Operations Procedures
  (i) airside procedures manual,
  (ii) day-to-day operational control,
  (iv) list of airside services,
  (v) reference to inter-unit agreements.

1.3 Associated Airways and Arrival/Departure Routes

This overview of the local situation will normally be developed in co-operation with Air Traffic Services.

1.4 Airport Technical Data

Indicate the location of pertinent technical drawings that are available relative to airport operations. These may include runways, taxiways, aprons, movement area roads, pavement load ratings, airside signage, lighting, visual aids, and electronic aids, airport zoning, airport related buildings, electronic protected areas, and other airside related facilities.

1.5 Interface of Airside Activities

This is dependent upon the size of the airport's airside procedures, and is delineated in procedures manuals, directives, agreements, orders or regulations. The operational procedures in effect should be referenced in this section and attached, if desired, as appendices to Part 1.

1.6 Airport Plans

Reference both short and long range plans: i.e. project management, aeronautical noise management plan, and/or air navigation plan.

1.7 Airport Committees

List the name of the committee and the frequency of meetings that affect the airside operation.

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AIRPORT OPERATIONS MAMAL
PART 2
AIRPORT SPECIFICATIONS

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PART 2 (FORM 1)
AIRPORT OPERATIONS MANUAL

PARTIE 2 (FORMULAIRE 1)
MANUEL D'EXPLOITATION D'AÉROPORT

2.1 RUNWAY DATA – DONNÉES SUR LES PISTES

A. PHYSICAL CHARACTERISTICS – CARACTÉRISTIQUES PHYSIQUES					REMARKS – REMARQUES
RUNWAY – PISTE					
– CODE					
– RUNWAY DIMENSIONS DIMENSIONS DE LA PISTE					
– LONGITUDINAL SLOPE PENTE LONGITUDINALE					
– TRANSVERSE SLOPE PENTE TRANSVERSALE					
– STRIP DIMENSIONS DIMENSIONS DE LA BANDE					
– GRADED AREA DIMENSIONS DIMENSIONS DE LA SURFACE NIVELÉE					
– SLOPE ON GRADED AREA PENTE DE LA SURFACE NIVELÉE					
– SLOPE ON RUNWAY PENTE DE LA PISTE					
– STRIP BEYOND GRADED AREA PENTE AU-DELÀ DE LA SURFACE NIVELÉE					
– CLEARWAY DIMENSIONS DIMENSIONS DU PROLONGEMENT DÉGAGÉ					
– STOPWAY LENGTH LONGUEUR DU PROLONGEMENT D'ARRÊT					
– DISPLACED THRESHOLD SEUIL DÉCALÉ					
– DECLARED DISTANCES DISTANCES DÉCLARÉES					
– TORA					
– TODA					
– ASDA					
– LDA					
– ADEQUATE DRAINAGE ÉCOULEMENT DES EAUX					
B. OBSTACLE LIMITATION SURFACES – SURFACES DE LIMITATION D'OBSTACLES					**REMARKS – REMARQUES**
– TAKE OFF / APPROACH AREA – SLOPE ZONE DE DÉCOLLAGE ET D'APPROCHE – PENTE					
– TRANSITIONAL SURFACE – SLOPE SURFACE DE TRANSITION – PENTE					
– OUTER SURFACE SURFACE EXTÉRIEURE					

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PART 2 (FORM 1).
AIRPORT OPERATIONS MANUAL
(CONT'D)

PARTIE 2 (FORMULAIRE 1)
MANUEL D'EXPLOITATION D'AÉROPORT
(SUITE)

2.1 RUNWAY DATA – DONNÉES SUR LES PISTES

C. LIGHTING – BALISAGE LUMINEUX					REMARKS – REMARQUES
– EDGE LIGHTS FEUX DE BORD DE PISTE					
– THRESHOLD / END FEUX DE SEUIL ET D'EXTRÉMITÉ DE PISTE					
– APPROACH SLOPE INDICATOR SYSTEM SYSTÈME INDICATEUR DE PENTE D'APPROCHE					
– RILS					
– APPROACH LIGHTS – TYPE BALISAGE LUMINEUX D'APPROCHE – TYPE					
– CENTRE LINE LIGHTS FEUX D'AXE DE PISTE					
– TOUCHDOWN ZONE LIGHTS FEUX DE ZONE DE TOUCHER DES ROUES					
D. MARKERS, MARKINGS AND SIGNS – BALISES, MARQUES ET PANNEAUX					**REMARKS – REMARQUES**
PAVED RUNWAYS PISTES AVEC REVÊTEMENT					
– MARKINGS THRESHOLD MARQUES DE SEUIL					
– PERMANENTLY DISPLACES THRESHOLD MARKINGS MARQUES DE SEUIL DÉFINITIVEMENT DÉCALÉ					
– RUNWAY DESIGNATION MARKINGS MARQUES D'IDENTIFICATION DE PISTE					
– RUNWAY CENTRE LINE MARKINGS MARQUES D'AXE DE PISTE					
– FIXED DISTANCE MARKINGS MARQUES DE DISTANCE CONSTANTE					
– TOUCHDOWN ZONE MARKINGS MARQUES DE ZONE DE TOUCHER DES ROUES					
– RUNWAY SIDE STRIP MARKINGS MARQUES LATÉRALES DE PISTE					
– DIRECTIONAL SIGNS PANNEAUX DE DIRECTION					
– DESIGNATOR SIGNS PANNEAUX D'IDENTIFICATION					
– INFORMATION SIGNS PANNEAUX D'INDICATION					
– MANDATORY INSTRUCTION SIGNS PANNEAUX D'OBLIGATION					
UNPAVED RUNWAYS PISTES SANS REVÊTEMENT					
– BOUNDARY MARKERS BALISES DE DÉLIMITATION					
– DISPLACED THRESHOLD MARKERS BALISES DE DÉLIMITATION DE SEUIL DÉCALÉ					

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PART 2 (FORM 1)
AIRPORT OPERATIONS MANUAL
(CONT'D)

PARTIE 2 (FORMULAIRE 1)
MANUEL D'EXPLOITATION D'AÉROPORT
(SUITE)

2.2 TAXIWAY DATA – DONNÉES SUR LES VOIES DE CIRCULATION

A. PHYSICAL CHARACTERISTICS – CARACTÉRISTIQUES PHYSIQUES					REMARKS – REMARQUES
TAXIWAY IDENTIFICATION IDENTIFICATION DE LA VOIE DE CIRCULATION					
– WIDTH LARGEUR					
– CURVED TAXIWAY – CLEARANCE DISTANCE VOIE DE CIRCULATION EN COURBE – MARGE MINIMALE					
– TAXIWAY MINIMUM CLEARANCE DÉGAGEMENT MINIMUM DE LA VOIE DE CIRCULATION					
– FROM RUNWAY – DISTANCE À PARTIR DES PISTES					
– BETWEEN TAXIWAYS – DISTANCE ENTRE VOIES DE CIRCULATION					
– FROM OBSTACLE – DISTANCE PAR RAPPORT À UN OBSTACLE					
– STRIPS – WIDTH BANDES – LARGEUR					
– SHOULDERS – WIDTH ACCOTEMENTS – LARGEUR					
– HOLDING BAYS – DISTANCE FROM CENTRE LINE PLATE-FORMES D'ATTENTE – DISTANCE PAR RAPPORT À L'AXE DE PISTE					
– TAXIWAY HOLDING POSITIONS POINTS D'ATTENTE DE CIRCULATION					
B. LIGHTING – BALISAGE LUMINEUX					REMARKS – REMARQUES
– TAXIWAY EDGE LIGHTS – INTERSECTIONS FEUX DE BORD DE VOIE DE CIRCULATION – INTERSECTIONS					
– TAXIWAY CENTRE LINE LIGHTS FEUX AXIAUX DE VOIE DE CIRCULATION					
– RAPID-EXIT TAXIWAY LIGHTS FEUX DE VOIE DE SORTIE RAPIDE					
– CLEARANCE BARS BARRES DE DÉGAGEMENT D'INTERSECTION					
C. MARKERS, MARKINGS AND SIGNS – BALISES, MARQUES ET PANNEAUX					REMARKS – REMARQUES
PAVED TAXIWAYS PISTES AVEC REVÊTEMENT					
– TAXIWAY CENTRE LINE MARKINGS MARQUES AXIALES DE VOIE DE CIRCULATION					
– RUNWAY / TAXIWAY INTERSECTION SIGNS PANNEAUX D'INTERSECTION DE PISTE ET DE VOIE DE CIRCULATION					
– TAXIWAY HOLDING POSITION MARKINGS MARQUES DE POINT D'ATTENTE DE CIRCULATION					
– TAXIWAY DESIGNATOR SIGNS PANNEAUX D'IDENTIFICATION DE VOIE DE CIRCULATION					
– DIRECTIONAL SIGNS – PANNEAUX DE DIRECTION					
– INFORMATION SIGNS – PANNEAUX D'INDICATION					
– MANDATORY INSTRUCTION SIGNS – PANNEAUX D'OBLIGATION					
GRAVEL TAXIWAYS PISTES SANS REVÊTEMENT					
– SUITABLE MARKERS PANNEAUX APPROPRIÉS					

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PART 2 (FORM 1)
AIRPORT OPERATIONS MANUAL
(CONT'D)

PARTIE 2 (FORMULAIRE 1)
MANUEL D'EXPLOITATION D'AÉROPORT
(SUITE)

2.3 APRON DATA – DONNÉES SUR L'AIRE DE TRAFIC

A. PHYSICAL CHARACTERISTICS – CARACTÉRISTIQUES PHYSIQUES		REMARKS – REMARQUES
APRON IDENTIFICATION (WHERE PROVIDED) IDENTIFICATION DE L'AIRE DE TRAFIC (LE CAS ÉCHÉANT)		
– DIMENSIONS		
– INTEGRITY OF TRANSITIONAL SURFACES INTÉGRITÉ DE LA SURFACE DE TRANSITION		
– AIRCRAFT STAND TAXILANE CLEARANCE MARGES DE DÉGAGEMENT DES VOIES DE GUIDAGE VERS LES POSTES DE STATIONNEMENT D'AÉRONEF		
B. LIGHTING – BALISAGE LUMINEUX		**REMARKS – REMARQUES**
– APRON EDGE LIGHTS FEUX DE BORD D'AIRE DE TRAFIC		
– FLOOD LIGHTING ÉCLAIRAGE DES AIRES DE TRAFIC		
C. MARKERS, MARKINGS AND SIGNS – BALISES, MARQUES ET PANNEAUX		**REMARKS – REMARQUES**
– AIRCRAFT STAND TAXILANE MARKINGS MARQUES DE POSTE DE STATIONNEMENT D'AÉRONEF		
– ILLUMINATED SIGNS FOR AIRCRAFT STANDS PANNEAUX ÉCLAIRES POUR POSTE DE STATIONNEMENT D'AÉRONEF		
– DIRECTIONAL SIGNS PANNEAUX DE DIRECTION		
– DESIGNATOR SIGNS PANNEAUX D'IDENTIFICATION		
– INFORMATION SIGNS PANNEAUX D'INDICATION		
– MANDATORY INSTRUCTION SIGNS PANNEAUX D'OBLIGATION		
– HELICOPTER APRON TOUCHDOWN PAD MARQUES DE PLATE-FORME DE POSER POUR HÉLICOPTÈRE		

2.4 AIRPORT ENVIRONMENT DATA – DONNÉES SUR L'ENVIRONNEMENT DE L'AÉROPORT

THE FOLLOWING GENERAL REQUIREMENTS, WHICH APPLY TO THE AIRPORT AND IMMEDIATE SURROUNDING AREA, MUST MEET SPECIFIC STANDARDS FOR AN AIRPORT TO BE CERTIFIED.

LES EXIGENCES GÉNÉRALES INDIQUÉES CI-APRÈS, QUI S'APPLIQUENT À L'AÉROPORT ET À LA ZONE ATTENANTE, DOIVENT ÊTRE CONFORMES À DES NORMES PRÉCISES AUX FINS DE CERTIFICATION DE L'AÉROPORT.

A. PHYSICAL CHARACTERISTICS – CARACTÉRISTIQUES PHYSIQUES		REMARKS – REMARQUES
– BEARING STRENGTH – RUNWAYS AND STOPWAYS FORCE PORTANTE – PISTES ET PROLONGEMENTS D'ARRÊT		
– SUFFICIENT TO SUPPORT CONTINUAL OPERATION BY AEROPLANES INTENDED TO SERVE SUFFISANTE POUR RÉSISTER À UNE UTILISATION CONTINUE PAR LES AVIONS AUXQUELS ILS SONT DESTINÉS		
– TAXIWAYS AND HOLDING BAYS VOIES DE CIRCULATION ET PLATE-FORMES D'ATTENTE		
– SAME BEARING STRENGTH AS RUNWAY INTENDED TO SERVE MÊME FORCE PORTANTE QUE LA PISTE QU'ELLES SONT PRÉVUES DESSERVIR		
– APRONS VOIES DE TRAFIC		
– BEARING STRENGTH SUFFICIENT TO SUPPORT CONTINUAL OPERATION BY CRITICAL AEROPLANE SUFFISANTE POUR RÉSISTER À UNE UTILISATION CONTINUE PAR L'AÉRONEF DE RÉFÉRENCE		

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AIRPORT OPERATIONS MANUAL (CONT'D) — MANUEL D'EXPLOITATION D'AÉROPORT (SUITE)

B. LIGHTING – BALISAGE LUMINEUX		REMARKS – REMARQUES
– SUPPORT STRUCTURES OF ELEVATED LIGHTS SUPPORT DES FEUX HORS-SOL – FRANGIBLE – SUPPORTS FRANGIBLES		
– AIRPORT BEACON PHARE D'AÉROPORT – TYPE – LOCATION – EMPLACEMENT		
– WIND DIRECTION INDICATOR ILLUMINATION ÉCLAIRAGE DE L'INDICATEUR DE DIRECTION DU VENT		
– AIRPORT OPERATIONAL GUIDANCE SIGNS ILLUMINATION ÉCLAIRAGE DES PANNEAUX DE GUIDAGE DE L'AÉROPORT – UNIFORM AND SUFFICIENT – UNIFORME ET SUFFISANT		
– AIRPORT LIGHTING CONTROL PANEL PANNEAUX DE CONTRÔLE DE L'INTENSITÉ DU BALISAGE LUMINEUX DE L'AÉROPORT – MEETS REQUIREMENTS – CONFORME AUX EXIGENCES		
– STANDBY POWER ALIMENTATION ÉLECTRIQUE DE SECOURS – SOURCE, IF REQUIRED – SOURCE, SI NÉCESSAIRE – FACILITIES WITH STANDBY POWER – INSTALLATIONS POURVUES D'UN SYSTÈME D'ALIMENTATION ÉLECTRIQUE DE SECOURS – ELECTRICAL LOAD TRANSFER TIME – TEMPS DE COMMUTATION ÉLECTRIQUE		
– AIRCRAFT RADIO CONTROL OF AERODROME LIGHTING (ARCAL) BALISAGE D'AÉRODROME TÉLÉCOMMANDÉ EN VOL (ARCAL) – SYSTEMS CONTROLLED – SYSTÈMES CONTRÔLÉS – OPERATIONS FREQUENCY – FRÉQUENCE D'UTILISATION		
C. MARKERS, MARKINGS AND SIGNS – BALISES, MARQUES ET PANNEAUX		REMARKS – REMARQUES
– NON-LOAD BEARING SURFACES SURFACES À FAIBLE RÉSISTANCE – SHOULDERS OF TAXIWAYS, HOLDING BAYS, APRONS – ACCOTEMENTS DES VOIES DE CIRCULATION, DES PLATE-FORMES D'ATTENTE ET DES AIRES DE TRAFIC – PRE-THRESHOLD AREAS: PAVED SURFACE NOT SUITABLE FOR USE BY AEROPLANES – AIRES PRÉCÉDENT LE SEUIL : SURFACE AVEC REVÊTEMENT NON UTILISABLE PAR LES AÉRONEFS		

2.5 AIRPORT ZONING REGULATIONS – RÈGLEMENTS DE ZONAGE D'AÉROPORT

2.6 AIRPORT DIAGRAMS – DIAGRAMMES DE L'AÉROPORT

IF APPLICABLE, INCLUDE DIAGRAMS OR PHOTOGRAPHS OF THE FOLLOWING:
LE CAS ÉCHÉANT, INCLURE DES DIAGRAMMES OU DES PHOTOGRAPHIES DE CE QUI SUIT :

A) LAYOUT OF RUNWAYS, TAXIWAYS AND APRONS;
LA CONFIGURATION DES PISTES, DES VOIES DE CIRCULATION ET DES AIRES DE TRAFIC;

B) LAYOUT OF PAVEMENT LOAD RATING;
LA FORCE PORTANTE DES CHAUSSÉES;

C) LAYOUT OF VISUAL AND NON-VISUAL AIDS;
LA DISPOSITION DES AIDES VISUELLES ET NON VISUELLES;

D) LAYOUT OF SPECIAL PROCEDURES OR FLIGHT PATTERNS;
LES PROCÉDURES SPÉCIALES OU LES CIRCUITS DE VOL;

E) LAYOUT OF SHORE BASE FACILITIES AND WATER TAKE-OFF AND LANDING AREAS;
L'EMPLACEMENT DES INSTALLATIONS À TERRE ET DES AIRES D'AMERRISSAGE ET DE DÉCOLLAGE D'HYDROAÉROPORT;

F) LAYOUT OF SIGNAGE AND MARKINGS;
LA DISPOSITION DES PANNEAUX DE SIGNALISATION ET DES MARQUES;

AND/OR – ET

G) LAYOUT OF HELIPORT, SPECIAL PROCEDURES OR FLIGHT PROCEDURES.
L'AMÉNAGEMENT DE L'HÉLIPORT, LES PROCÉDURES SPÉCIALES OU LES PROCÉDURES DE VOL.

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PART 2 (FORM 2)
HELIPORT OPERATIONS MANUAL

PARTIE 2 (FORMULAIRE 2)
MANUEL D'EXPLOITATION D'HÉLIPORT

2.1 TAKEOFF/LANDING AREA DATA – DONNÉES SUR L'AIRE DE DÉCOLLAGE ET D'ATTERRISSAGE

A. PHYSICAL CHARACTERISTICS – CARACTÉRISTIQUES PHYSIQUES			REMARKS – REMARQUES
–	DESIGN HELICOPTER HÉLICOPTÈRE DE RÉFÉRENCE		
–	TOUCH DOWN PAD ZONE DE POSER DES ROUES	(DIMENSIONS)	
–	SAFETY AREA AIRE DE SÉCURITÉ	(DIMENSIONS)	
–	TAKEOFF/LANDING AREA AIRE DE DÉCOLLAGE ET D' ATTERRISSAGE	(DIMENSIONS)	
–	APPROACH SURFACE SLOPE PENTE DE SURFACE D'APPROCHE		
–	ARRIVAL/DEPARTURE HOVER AREA AIRE STATIONNAIRE D'ARRIVÉE ET DE DÉPART	(LOCATION) (EMPLACEMENT)	
–	ARRIVAL/DEPARTURE HOVER AREA AIRE STATIONNAIRE D'ARRIVÉE ET DE DÉPART	(DIMENSIONS)	

B. MARKING AND MARKERS – MARQUES ET BALISES		REMARKS – REMARQUES
–	HELIPORT IDENTIFICATION IDENTIFICATION DE L'HÉLIPORT	
–	TAKEOFF/LANDING AREA AIRE DE DÉCOLLAGE ET D' ATTERRISSAGE	
–	SAFETY AREA BOUNDARY LIMITES DE L'AIRE DE SÉCURITÉ	
–	ARRIVAL/DEPARTURE HOVER AREA AIRE STATIONNAIRE D'ARRIVÉE ET DE DÉPART	
–	APPROACH/DEPARTURE DIRECTION INDICATOR INDICATEUR DE DIRECTION D'ARRIVÉE ET DE DÉPART	
–	SIGNS PANNEAUX	

C. LIGHTING – BALISAGE LUMINEUX		REMARKS – REMARQUES
–	HELIPORT BEACON PHARE D'HÉLIPORT	
–	RADIO CONTROL CONTRÔLE RADIO	
–	LOW INTENSITY APPROACH LIGHTS FEUX D'APPROCHE À BASSE INTENSITÉ	
–	TAKEOFF/LANDING AREA PERIMETER LIGHTING BALISAGE PÉRIPHÉRIQUE DE L'AIRE DE DÉCOLLAGE ET D'ATTERRISSAGE	
–	ARRIVAL/DEPARTURE HOVER AREA AIRE STATIONNAIRE D'ARRIVÉE ET DE DÉPART	
–	TAKEOFF/LANDING AREA FLOOD LIGHTING ÉCLAIRAGE PAR PROJECTEURS DE L'AIRE DE DÉCOLLAGE ET D'ATTERRISSAGE	
–	APPROACH SLOPE INDICATOR INDICATEUR DE PENTE D'APPROCHE	
–	APPROACH/DEPARTURE DIRECTION INDICATOR INDICATEUR DE DIRECTION D'ARRIVÉE ET DE DÉPART	

D. WIND DIRECTION INDICATORS – INDICATEURS DE DIRECTION DU VENT		REMARKS – REMARQUES
–	LOCATION EMPLACEMENT	
–	TYPE LIGHTED TYPE (ÉCLAIRÉ)	

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PART 2 (FORM 2)
C - 18 **HELIPORT OPERATIONS MANUAL**
(CONT'D)

PARTIE 2 (FORMULAIRE 2)
MANUEL D'EXPLOITATION D'HÉLIPORT
(SUITE)

2.2 TAXIWAY DATA – DONNÉES SUR LES VOIES DE CIRCULATION

	A	B	C	D	REMARKS – REMARQUES
– WIDTH LARGEUR					
– PAINTED CENTRE LINE AXE PEINTE					
– HOLD / STOP LINES LIGNES D'ATTENTE ET D'ARRÊT					
– EDGE LIGHTS FEUX DE BORD					

– SIGNS / PANNEAUX
☐ DIRECTIONAL / DE DIRECTION ☐ INFORMATION / D'INDICATION
☐ DESIGNATOR / D'IDENTIFICATION ☐ MANDATORY INSTRUCTION / D'OBLIGATION

2.3 HELIPORT ENVIRONMENT – ENVIRONNEMENT DE L'HÉLIPORT

					REMARKS – REMARQUES
– SIGNS PANNEAUX DE SIGNALISATION					
– FENCING CLÔTURES					
– OBSTRUCTIONS OBSTACLES					

2.4 APRON DATA – DONNÉES SUR L'AIRE DE TRAFIC

					REMARKS – REMARQUES
– DIMENSIONS					
– TOUCH DOWN PAD MARKINGS MARQUES DE LA PLATE-FORME DE POSER					
– BLUE EDGE LIGHTING BALISAGE LUMINEUX BLEU DE BORD					
– FLOOD LIGHTING ÉCLAIRAGE PAR PROJECTEURS					

– SIGNS / PANNEAUX
☐ DIRECTIONAL / DE DIRECTION ☐ INFORMATION / D'INDICATION
☐ DESIGNATOR / D'IDENTIFICATION ☐ MANDATORY INSTRUCTION / D'OBLIGATION

2.5 HELIPORT ZONING REGULATIONS – RÈGLEMENTS DE ZONAGE DE L'HÉLIPORT

2.6 HELIPORT DIAGRAMS – DIAGRAMMES DE L'HÉLIPORT

IF APPLICABLE, INCLUDE DIAGRAMS OR PHOTOGRAPHS OF THE FOLLOWING:
LE CAS ÉCHÉANT, INCLURE DES DIAGRAMMES OU DES PHOTOGRAPHIES DE CE QUI SUIT :

A) LAYOUT OF LANDING AREA, TAXIWAYS AND APRONS;
LA CONFIGURATION DE L'AIRE D'ATTERRISSAGE, DES VOIES DE CIRCULATION ET DES AIRES DE TRAFIC;

B) LAYOUT OF PAVEMENT LOAD RATINGS;
LA FORCE PORTANTE DES CHAUSSÉES;

C) LAYOUT OF VISUAL AND NON-VISUAL AIDS;
LA DISPOSITION DES AIDES VISUELLES ET NON VISUELLES;

D) LAYOUT OF SPECIAL PROCEDURES OR FLIGHT PATTERNS;
LES PROCÉDURES SPÉCIALES OU LES CIRCUITS DE VOL;

AND/OR – ET

E) LAYOUT OF SIGNAGE AND MARKINGS.
LA DISPOSITION DES PANNEAUX DE SIGNALISATION ET DES MARQUES.

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PART 2 (FORM 3)
WATER / ICE AIRPORT OPERATIONS MANUAL

PARTIE 2 (FORMULAIRE 3)
MANUEL D'EXPLOITATION D'HYDROAÉROPORT / D'AÉROPORT SUR GLACE

☐ WATER / HYDROAÉROPORT ☐ ICE / AÉROPORT SUR GLACE

2.1 TAKEOFF/LANDING AREA DATA – DONNÉES SUR L'AIRE DE DÉCOLLAGE ET D'ATTERRISSAGE

A. PHYSICAL CHARACTERISTICS (WATER) – CARACTÉRISTIQUES PHYSIQUES (HYDROAÉROPORT)		REMARKS – REMARQUES
– DIMENSIONS		
– ORIENTATION – DIRECTION		
– CHARACTERISTICS – TIDE / CURRENT / SWELL CARACTÉRISTIQUES – MARÉE, COURANT, HOULE		
– WATER DEPTH PROFONDEUR DE L'EAU		
– TURNING BASINS BASSINS DE VIRAGE		
– APPROACH / DEPARTURE APPROCHE ET DÉPART		
– FLOATING DEBRIS DÉBRIS FLOTTANTS		
– LIMITATIONS LIMITES		

A. PHYSICAL CHARACTERISTICS (ICE) – CARACTÉRISTIQUES PHYSIQUES (AÉROPORT SUR GLACE)		REMARKS – REMARQUES
– DIMENSIONS		
– ORIENTATION – DIRECTION		
– ICE THICKNESS ÉPAISSEUR DE LA GLACE		
– CONDITION ÉTAT		
– APPROACH/DEPARTURE APPROCHE ET DÉPART		
– LIMITATIONS LIMITES		

B. MARKING AND MARKERS – MARQUES ET BALISES		REMARKS – REMARQUES
– CHANNEL / RUNWAY MARKER BALISES DE PISTE ET DE CHENAL		
– WIND INDICATOR INDICATEUR DE VENT		
– OBSTRUCTION OBSTACLES		
– SEAPLANE TRIANGLE TRIANGLE POUR HYDRAVION		
– LIGHTING BALISAGE LUMINEUX		

2.2 TAXIWAY DATA – DONNÉES SUR LES VOIES DE CIRCULATION

		REMARKS – REMARQUES
– DIMENSIONS		
– MARKERS BALISES		
– WATER / ICE DEPTH PROFONDEUR DE L'EAU / ÉPAISSEUR DE LA GLACE		
– LIMITATIONS LIMITES		

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PART 2 (FORM 3)
WATER / ICE AIRPORT OPERATIONS MANUAL
(CONT'D)

PARTIE 2 (FORMULAIRE 3)
MANUEL D'EXPLOITATION D'HYDROAÉROPORT / D'AÉROPORT SUR GLACE
(SUITE)

2.3 DOCKING / MOORING / PARKING DATA – DONNÉES SUR L'AMARRAGE / LE MOUILLAGE / LE STATIONNEMENT

A. DOCKS / FLOATS – QUAIS / FLOTTEURS		REMARKS – REMARQUES
– NUMBER NOMBRE		
– FENDERS PARE-BATTAGE		
– TIE DOWNS BITTES D'AMARRAGE		
– DOCK SURFACE SURFACE DU QUAI		
– WATER DEPTH PROFONDEUR DE L'EAU		
– ACCESS ACCÈS		
– LIMITATIONS LIMITES		

2.4 APRON ENVIRONMENT – DONNÉES SUR L'AIRE DE TRAFIC

2.5 OBSTRUCTIONS – OBSTACLES

		REMARKS – REMARQUES
– WITHIN AIRPORT SUR L'AÉROPORT		
– BELOW WATER SURFACE SOUS LA SURFACE DE L'EAU		
– OFF AIRPORT HORS DE L'AÉROPORT		

2.6 WATER / ICE AIRPORT ZONING REGULATIONS – RÈGLEMENTS DE ZONAGE D'HYDROAÉROPORT / AÉROPORT SUR GLACE

2.7 WATER ICE AIRPORT DIAGRAMS – DIAGRAMMES DE L'HYDROAÉROPORT / AÉROPORT SUR GLACE

IF APPLICABLE, INCLUDE DIAGRAMS OR PHOTOGRAPHS OF THE FOLLOWING:
LE CAS ÉCHÉANT, INCLURE DES DIAGRAMMES OU DES PHOTOGRAPHIES DE CE QUI SUIT :

A) LAYOUT OF VISUAL AND NON-VISUAL AIDS;
LA DISPOSITION DES AIDES VISUELLES ET NON VISUELLES;

B) LAYOUT OF SPECIAL PROCEDURES OR FLIGHT PATTERNS;
LES PROCÉDURES SPÉCIALES OU LES CIRCUITS DE VOL;

C) LAYOUT OF SHORE BASE FACILITIES AND WATER TAKE-OFF AND LANDING AREAS; AND
L'EMPLACEMENT DES INSTALLATIONS À TERRE ET DES AIRES D'AMERRISSAGE ET DE DÉCOLLAGE; ET

D) LAYOUT OF SIGNAGE AND MARKINGS.
LA DISPOSITION DES PANNEAUX DE SIGNALISATION ET DES MARQUES.

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AIRPORT OPERATIONS MAMAL
PART 3
AIRSIDE SERVICES AND FACILITIES

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AIRPORT OPERATIONS MANUAL

PART 3 – AIRSIDE SERVICES AND FACILITIES

3.1 Introduction

Part **3** of the AOM describes both mandatory and discretionary airside services and facilities provided by the airport operator, as well **as** airside facilities provided by Transport Canada in accordance with Transport Canada, Aviation Group Level Of Service Policy. Airport Operators may reference Appendix **E** for guidance in preparation of the following narratives.

NOTE: The following services and facilities are only **necessary** to the extent appropriate to the operational requirements of the airport.

3.2 Mandatory Airside Services

A. Emergency Response Plan
B. Airport Safety Plan
C. Movement Area Access and Control Procedures
D. Apron Management and Apron Safety

3.3 Other Airside Services - As may be required by the RMNR as a condition of certification; or at the discretion of the airport operator.

A. Airside Maintenance Services
   - foreign object damage control procedures
   - bird and mammal control procedures
   - movement area surface evaluation
   - snow and ice removal
   - movement area sweeping/grass cutting
   - rubber removal
B. Disabled Aircraft Removal Plan
C. Operator Provided Facilities i.e. UNICOM

3.4 Airside Facilities Provided by Transport Canada

A. Air Traffic Services and Communications Services
B. Aeronautical Information Services
C. Aviation Weather Services
D. Runway Traction Measurement System

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Appendix D

AIRPORT INSPECTION REPORT RAPPORT D'INSPECTION D'AÉROPORT

NAME OF AIRPORT – NOM DE L'AÉROPORT		FILE NO. – DOSSIER N°
OPERATOR – EXPLOITANT		CERTIFICATE NO. – N° DU CERTIFICAT
		TELEPHONE NO. – TÉLÉPHONE N°
DATE OF INSPECTION – DATE D'INSPECTION	TYPE OF INSPECTION – TYPE D'INSPECTION	INSPECTOR – INSPECTEUR

AIRPORT OPERATIONS MANUAL – MANUEL D'EXPLOITATION D'AÉROPORT

PART 1 – ADMINISTRATION
UPDATE PART 1 AS NECESSARY.

PART 2 – AIRPORT SPECIFICATIONS
CONFIRM AOM DATA: PHYSICAL CHARACTERISTICS; OBSTACLE LIMITATION SURFACES; LIGHTING; MARKERS, MARKINGS AND SIGNS; OBSTRUCTIONS; AIRPORT ZONING REGULATIONS; AND AIRPORT DIAGRAMS.

PART 3 – AIRSIDE SERVICES AND FACILITIES
CONFIRM AIRSIDE SERVICES AND FACILITIES ARE BEING PROVIDED IN ACCORDANCE WITH THE LEVEL OF SERVICE DESCRIBED IN THE AOM.

PARTIE 1 – ADMINISTRATION
METTRE À JOUR LA PARTIE 1 SELON LE BESOIN.

PARTIE 2 – SPÉCIFICATIONS D'AÉROPORT
VÉRIFIER LES DONNÉES CONTENUES DANS LE AOM : CARACTÉRISTIQUES PHYSIQUES; SURFACES DE LIMITATION D'OBSTACLES; BALISAGE LUMINEUX; BALISES, MARQUES ET PANNEAUX; OBSTACLES; RÈGLEMENTS DE ZONAGE D'AÉROPORT; ET DIAGRAMMES DE L'AÉROPORT.

PARTIE 3 – SERVICES ET INSTALLATIONS CÔTÉ PISTE
VÉRIFIER QUE LES SERVICES ET INSTALLATIONS CÔTÉ PISTE SONT FOURNIS EN CONFORMITÉ AVEC LE NIVEAU DE SERVICE DÉCRIT DANS LE AOM.

INSPECTION ASSESSMENT – ÉVALUATION

☐ SATISFACTORY SATISFAISANT ☐ UNSATISFACTORY INSATISFAISANT ☐ SUSPEND SUSPENSION ☐ CANCEL ANNULATION

REMARKS – REMARQUES

NEXT INSPECTION – PROCHAINE INSPECTION

APPROXIMATE DATE – DATE APPROXIMATIVE

INSPECTION WILL EXAMINE – POINTS À INSPECTER

DATE

INSPECTOR'S – SIGNATURE – DE L'INSPECTEUR

26-0405 (12-90)

APPENDIX E
ADVICE AND INFORMATION REGARDING THE CONTENT OF AIRPORT OPERATIONS PROCEDURES

1. EVALUATION OF AIRSIDE ACTIVITIES

1.1 The following advice and information on operational organization, operational procedures, airside services, and airside facilities is provided for guidance to airport operators and Aerodrome Standards Civil Aviation Inspectors.

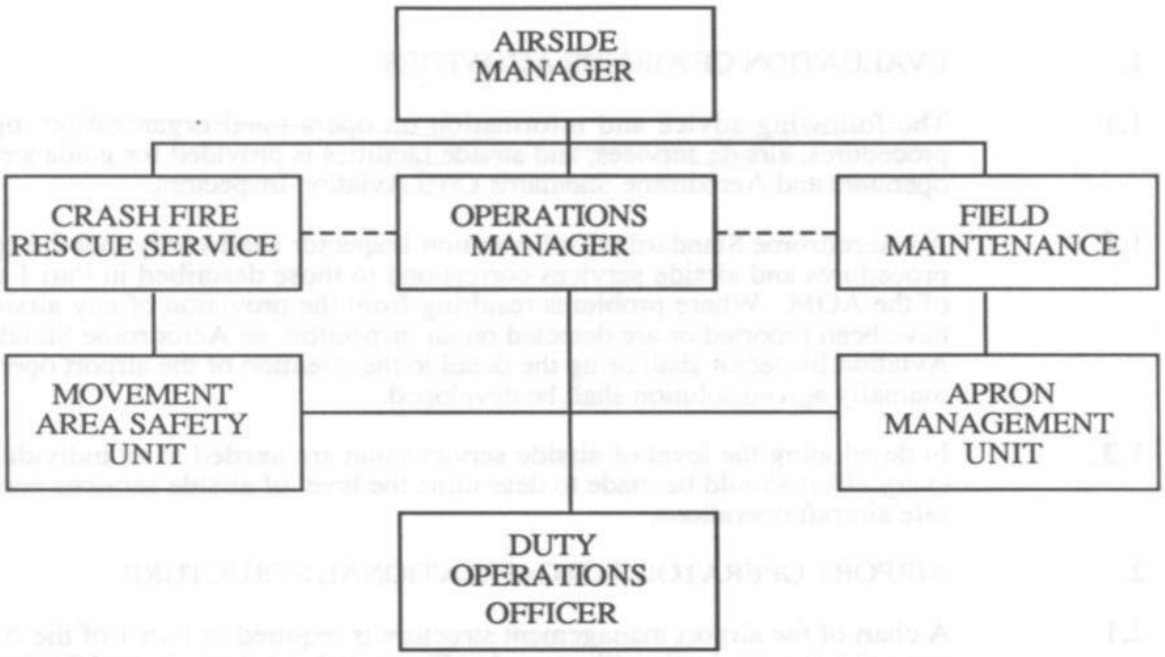
1.2 An Aerodrome Standards Civil Aviation Inspector shall verify that the operational procedures and airside services correspond to those described in Part 1 and Part 3 of the AOM. Where problems resulting from the provision of any airside service have been reported or are detected on an inspection, an Aerodrome Standards Civil Aviation Inspector shall bring the detail to the attention of the airport operator and a mutually agreed solution shall be developed.

1.3 In developing the level of airside services that are needed at an individual airport, every effort should be made to determine the level of airside services necessary for safe aircraft operations.

2. AIRPORT OPERATOR'S ORGANIZATIONAL STRUCTURE

2.1 A chart of the airport management structure is required in Part 1 of the AOM. The operational organization illustrated at Figure E.1 is based on the ICAO model and provides guidance on reporting relationships of airside units. The· complexity of the organization will be dictated by the size of the airport. Small airports may only have one or two employees.

FIGURE E.1



2.2 Airport operators should consider the following in assessing their operation:

a) how members of the airside team co-ordinate their efforts to provide a safe and efficient air operation;

b) the degree of co-ordination and cooperation between airport operational staff and the various Transport Canada support branches (air traffic services, technical services, regional air navigation system specialists, regional regulatory specialists);

c) the formal procedures established to disseminate operational information between airport management and users;

d) the availability of appropriate guidance publications i.e. operating procedure manuals, policy, AIS etc.; and

e) the existence and content of contingency plans.

3. AIRPORT OPERATIONAL PROCEDURES (AIRSIDE OPERATING PROCEDURES)

3.1 Adherence to standard airport operational procedures is essential to safe and efficient air operations. Where there are areas of overlapping or transfer of responsibility, inter-unit agreements are necessary to ensure there is no confusion concerning accountability.

3.2 The airport operator is responsible to ensure the widest possible dissemination of airside operating procedures and MOUs so that all appropriate personnel are knowledgeable of their content. Aerodrome Standards Civil Aviation Inspectors will confirm that these procedures exist

3.3 Inter-relationships which may require MOUs or inter-unit agreements include:

a) Airport Operator - ATS/ACC/ATC/FSS/Flight Inspection Branch
b) Airport Operator - Technical Services
c) Airport Operator -Security (DGSEP, RCMP, Provincial and Local Police)
d) Airport Operator - Regional Regulatory Authority (RDAR) - enforcement
e) Airport Operator - Regional Air Navigation Authority (RDAN) -airspace system capacity project management
f) Field Maintenance - ATC/FSS
g) CFR - ATC/FSS/Municipality

3.4 Operational procedures are to be described in Part 1 of the AOM and copies of the inter-unit agreements should be attached as appendices.

4. EMERGENCY RESPONSE PLAN

4.1 An emergency response plan is required for an aerodrome to be certified as an airport. The detailed content of the plan will be determined by the requirements and resources available to the operators of the airport concerned. Airports which are located within 8 KM (5 miles) of large bodies of water shall include in their airport emergency response plans, procedures for notification of the appropriate rescue centre in the event of a possible aircraft ditching in the vicinity of the airport. The lack of operator resources must not prevent as thorough an emergency planning effort as possible in preparing site emergency responses to all possible site-specific emergency situations. At smaller, non-Transport Canada owned, operated and/or subsidized airports, providing fire extinguishers at strategic locations may satisfy on site needs. However, every airport should have some type of aid agreement with local police, fire, and medical units. The types of emergencies for which contingency plans may be required include: aircraft crash on airport; aircraft crash off airport (water rescue plans where required); hazardous material handling; bomb threat; hijacking; medical emergency; natural disasters, etc. The emergency response plan shall contain, for each type of emergency anticipated:

a) up-to-date notification procedures and telephone numbers for all participating agencies, both on and off the airport;
b) a clearly specified commander and chain of authority covering all phases of the emergency;
c) list of pertinent on-airport services available with telephone numbers and names of individual contacts;
d) copies of Memoranda of Understanding (MOU) with other agencies for mutual aid and the provision of emergency services;
e) detailed outline of responsibilities and actions to be undertaken by each participating agency in varying emergency circumstances; and
f) provision for regular tests and review of the emergency response plan.

4.2 Recommended practices for operators of Canadian airports to use in developing airport emergency response plans may be found in ICAO Doc 9137 - AN/898, Part 7, Airport Emergency Planning; FAA Advisory Circular 150/5200-31, Airport Emergency Plan; and Transport Canada AK 13-01-002 Policy Standards and Guidelines for the Development of an Airport Disaster/Emergency Plan.

4.3 ICAO Doc 9137-AN/898, Part 7, Airport Emergency Planning, may be obtained from:

International Civil Aviation Organization,
(Attention: Distribution Officer),
P.O. Box 400,
Place de lAviation Internationale,
1000 Sherbrooke St. West,
Montreal, Quebec
H3A 2R2

4.4 FAA Advisory Circular 150/5200-31, Airport Emergency Plan may be obtained from:

Airport Safety and Operations Division,
AAS-300,
Office of Airport Safety and Standards,
Federal Aviation Administration,
800 Independence Ave., S.W.
Washington, D.C., 20591

4.5 Transport Canada AK 13-01-002 Policy Standards and Guidelines for the Development of an Airport Disaster/Emergency Plan and the Conduct of Exercises at Transport Canada airports. This document may be obtained from:

Airports Group
Airport Safety Services (AKPT)
Transport Canada Headquarters
Place de Ville
Ottawa, Ontario
K1A0N5

4.6 The airport operator shall provide a current copy of the emergency response plan with amendment service to all participating agencies that are listed in the plan.

5. AIRPORT SAFETY PROGRAM

5.1 An airport safety program (ASP) is required for an aerodrome to be certified as an airport. Factors to be considered in developing an airport safety program include where applicable:

a) airport zoning infractions;

b) runway surface condition;

c) foreign object damage potential-cleanliness;

d) graded and strip area condition;

e) pavement markings;

f) obstruction markings;

g) airfield signage and visual aids;

h) airfield lighting;

i) airfield drainage;

j) snow removal and ice control;

k) measurement and maintenance of runway surface friction;

l) operations during adverse weather conditions;

m) airport safety during construction;

n) control of work on movement areas;

o) central coordination authority for NOTAM's;

p) airfield physical security and access control;

q) wildlife control;

r) airport navigational aid interference (confirm non-interference with Technical Services);

s) aircraft parking and refueling safety;

t) airside vehicular control;

u) airside vehicle operations;

v) mobile equipment inspection and certification program; and

w) vehicle operator training and certification program.

NOTE: The above factors may not be applicable to all airports. Where a factor is applicable, the airport operator shall develop a continuing program to eliminate unsafe conditions.

5.2 A Transport Canada airport safety program covering all aspects of airport operations is outlined in TP **9616E,** Airports Safety Program (ASP). The ASP is divided into three parts: airside, groundside, and buildings owned and operated by the airport operator. Airport operators are encouraged to institute a program which includes all aspects of the ASP.

5.3 The basis of the Transport Canada ASP is a self-inspection program. This program is structured to provide a monitoring and reporting system designed to alert airport management to unsafe airport conditions, and ensures corrective actions are taken.

5.4 Other references that **are** available to develop a **safety** program for an airport **are:**

a) ICAO Doc, 9137-AN/898 Airport Services Manual, Part 8.
b) FAR, Part 139, Certification and Operations: Land Airports Serving Certain Air Carriers, revised Jan.l, 1988.

5.5 Where necessary an airside safety officer shall be appointed reporting to the airport manager/operator.

6. MOVEMENT AREA ACCESS ANDTRAFFIC CONTROL PROCEDURES

6.1 Movement area traffic management and control procedures to control authorized personnel, vehicles and equipment operating on or near airport movement areas are required for an aerodrome to be certified as an airport. Factors to be considered in the development of movement area traffic management and control procedures:

a) Is a local site specific Manual of Airport Traffic Directives required?

b) Is an Airside Vehicle Operator Permit (AVOP), or equivalent system required and in use with a means for initial and recurrent training and testing?

c) Is there a need for airside vehicles and equipment to be radio equipped?

d) Are all persons operating vehicle and equipment radios, holders of a Restricted Radiotelephone Operators Certificate?

e) Are vehicles and equipment assigned a clear and distinct radio identification?

f) Do all airside vehicles and equipment have adequate safety markings and equipment (flashing lights, etc.)?

g) Have vehicle routes or corridors been established and marked?

h) Is pedestrian traffic controlled to and from aircraft?

i) Is there an air carrier/airport operator committee required and in place to manage the allocation and scheduling of apron space?

j) Are there Tower/FSS agreements for controlling vehicle and equipment movement areas operations, and if so, are the agreements adequate?

k) Are regular movement area inspections conducted by the airport operator?

6.2 Movement area access procedures shall be developed by airport operators to discourage the entry of unauthorized persons, vehicles and wildlife into airport movement areas. The requirement can vary from the posting of warning signs at al access points to the movement area up to full security fencing with access points to the movement area under strict control. Information on movement area traffic control procedures is available in TP 2633E - Manual of Airport Traffic Directive for the Operation of Vehicles on Airport Movement Areas and ICAO Doc 9476- AN/927 - Manual of Surface Movement Guidance and Control Systems.

6.3 The control of traffic at water and ice airports may be subject to the provisions of the Canada Shipping Act, the Navigable Waters Protection Act, the Canada Ports Commission Act, Small Vessels Regulations, Boating Restriction Regulations and various Harbour Commissions Acts. In general, boats and aircraft have free and equal access to most water areas, unless specified control procedures have been established under the Acts or Regulations noted above.

6.4 Whenever an unsafe condition comes to the attention of the ANSR organization, the Regional Director, Aviation Regulation, shall be notified immediately so that action respecting aircraft operations can be taken.

7. APRON MANAGEMENTSERVICES AND APRON SAFETY

7.1 Apron management services and apron safety procedures shall be provided at airports where traffic conditions make such measures necessary for safety and efficiency.

7.2 Apron management services may be provided by: an airport traffic service unit; an Apron Management Unit set up by the airport authority; an operator in the case of a company terminal; or jointly by ATS and an airport operator

7.3 Whichever form of operating an apron management service is provided, it will require close liaison amongst the airport operator, aircraft operators and ATS to coordinate: gate and parking allocation; aircraft arrival or departure times; start-up clearances; dissemination of information to operators; notification of work in progress; serviceability of facilities; security arrangements; and safety services. In all instances, inter-unit agreements must clearly delineate responsibilities and record delegations of authority.

7.4 Co-ordinated apron management service. One form of the co-ordinated apron management service is where advisory service to aircraft requiring start-up or pushback clearance on the apron is vested in the air traffic control service unit, and the control of vehicles is the responsibility of the airport authority or the operator. At such airports, authorization for the movement of aircraft is given on the understanding that safe separation between the aircraft and vehicles not under radio control is not included. However, aircraft have the right of way and vehicle drivers must be adequately trained to operate safely on the apron area.

7.5 An apron management unit where provided by the airport operator or by local aircraft operator is responsible for, in close communication with ATC: gate and parking assignment, dissemination of movement information to aircraft operators and updating basic information on aircraft arrival times, landings and take-offs.

7.6 When provided an apron management unit shall be responsible for the control of vehicles, in accordance with procedures laid down by the airport operator.

7.7 Apron management service solely by airport authority or operating company. At some airports a preferred system of operating aprons has been to set up a traffic management control procedure in which a single unit takes over the responsibility for aircraft and vehicles at a pre-determined hand-over point between the apron and the manoeuvring area. This unit assumes responsibility for monitoring and coordinating all aircraft traffic on the apron, issuing verbal advisory information on an agreed radio frequency and monitoring all apron vehicle traffic, and other apron activities, in order to advise aircraft of potential hazards within the apron area. By arrangement with the airport ATS unit, start-up and taxi clearances will be given to departing aircraft to the hand-over point where the ATS unit assumes responsibility.

7.8 Additional information on the subject of apron management and apron safety can be found in ICAO Doc 9137-AN/898 Airport Services Manual, Part 8, Chapter 10, "Apron Management and Apron Safety".

8. DISABLED AIRCRAFT REMOVAL PLAN

8.1 The airport operator, in consultation with aircraft owners and operators, should develop a plan for removal of disabled aircraft from the manoeuvring area. The extent of the plan will depend on user aircraft weights and sizes and the density of air traffic at the airport.

8.2 Where a disabled aircraft is on a part of an airport that interferes with the movement of other aircraft, the disabled aircraft shall be removed as quickly as is consistent with the safety of life and property.

8.3 Where a disabled aircraft has been involved in an accident, permission to disturb the accident site must be obtained from the investigator-in-charge for the Canadian Transportation Accident Investigation and Safety Board. Notwithstanding this general rule, the aircraft may be moved where necessary to preserve life or to prevent additional hazard to persons or property.

8.4 A claim for damages could follow an attempt to move a crashed aircraft if it was proven the act of moving worsened the damage. Therefore, the invariable rule is that only the aircraft owner, operator or his appointed representatives should control the aircraft removal operation.

8.5 To avoid delay, aircraft owners or operators using the airport shall nominate a person or organization authorized to act on their behalf at the airport.

8.6 Airport management should coordinate the aircraft removal operation. All major users of the airport will be informed of the airport management's preparations and capabilities, as well as policies regarding disabled aircraft removal. The officer assigned responsibility to coordinate this plan should be made known to all aircraft owners or operators.

8.7 Where a disabled aircraft removal plan is required, the plan should include:

a) a list of equipment available on or near the airport on demand;

b) a list of additional equipment available from nearby airports on request;

c) a list of nominated agents acting on behalf of each aircraft operator at the airport;

d) a statement of the aircraft operator arrangements for the **use** of pooled specialist equipment; and

e) a list of local contractors (with names and telephone numbers) with suitable removal equipment for hire.

8.8 References for use in developing a plan for the removal of disabled aircraft are:

a) ICAO Doc 8137-AN/898, Part 8 Airport Operational Services, Airport Services Manual. Chapter 14 - Removal of Disabled Aircraft.

b) ICAO Doc 9137-AN/898, Airport Services Manual, Part 5, Removal of Disabled Aircraft,

c) FAA Advisory Circular **1**50/5200-**13,** Removal of Disabled Aircraft.

9 AIRSIDE MAINTENANCE AND INSPECTIONS

9.1 Routine airside maintenance and inspection procedures shall be developed as an ongoing activity in support of the Airport Safety Program (see Appendix E, Pan 5) to ensure that aircraft movement area surfaces are free of contaminants such as snow, water, ice, foreign objects and grass cuttings. Where aircraft movement area surfaces are not maintained or inspected on a full time basis, i.e. no snow removal during winter months, a note describing the limitation shall be published in the Canada Flight Supplement. Temporary obstructions within the movement areas shall be reported in NOTAM's. Information on airside maintenance procedures at Transport Canada airports is available in Transport Canada publications:

a) TP 9616E - Airports Safety Program (ASP) - daily inspections;
b) TP 779E - Operation and Maintenance Manual for Airport Pavements;
c) TP 659E - Manual of Snow Removal and Ice Control.

9.2 Foreign Object Damage Control - The need for a FOD program should be assessed and, where necessary, control measures implemented to reduce hazards to aircraft. The airport operator, in consultation with aircraft owners and operators shall implement necessary precautions. An appropriate FOD control program will depend on the the airport environment and type of aircraft using the airport. Information on what should be included in a FOD program is provided in Transport Canada publication AK-72-10-000-Foreign Object Damage Control Manual.

9.3 Bird Hazard Control - The bird strike hazard of an airport should be assessed and, when necessary control measures implemented to reduce bird strikes. Information on the bird hazard control measures at Transport Canada aerodromes is available in Transport Canada publication TP 1015E - Manual of Airport Bird Hazard Control, available in Transport Canada publication TP 1015E - Manual of Airport Bird Hazard Control.

9.4 Movement Area Surface Evaluation - Movement Areas Surfaces should have adequate bearing strength to be used without risk of damage to the pavement or aircraft. Transport

Canada has developed movement area criteria for Transport Canada airports which are useful in evaluating non-Transport Canada airports. For certification purposes land airport movement area surfaces need not meet specific load bearing capacity, but the load bearing values should be provided for inclusion in the AOM and aeronautical information

publications. Information on movement area surfaces evaluation is available in Transport Canada publications:

a) TP 2162E -Canadian Airport Pavement Bearing Strengths

b) TP 6348E - Airport Pavement Bearing Strength - ICAO and Transport Canada Reporting Methods

c) TP312E - Aerodrome Standards and Recommended Practices

9.5 Surface Condition Measurement - The procedure for entering movement areas to assess surface conditions, i.e. runway surface condition report, shall be described in this section. The procedures for JBI/RSC reporting are contained in Transport Canada publication AK-72-60, Runway Friction Manual.

10. AIR TRAFFIC SERVICES AND COMMUNICATION SERVICES

Air traffic and communication services that are available shall be described.

11. AERONAUTICAL INFORMATION SERVICES

Current aeronautical information publications statements shall be reviewed every 56 days for land airports/heliports and annually for water/ice airports to ensure they accurately reflect conditions at the airport. Information in the Canada Air Pilot is to be reviewed and updated every 28 days. Procedures shall be established through a central coordinating authority for the publication of daily NOTAMs.

12. AVIATION WEATHER SERVICES

Aviation weather services that are available shall be described.

APPENDIX F
REGISTERED AERODROMES

1. DEFINITION

1.1 A registered aerodrome is an aerodrome which is listed and described in the Canada Flight Supplement or the Water Aerodrome Supplement and which is not certified as an airport.

2. OB LIGATIONS

2.1 The owner/operator of a registered aerodrome shall, as a condition of having information describing the aerodrome published in the Canada Flight Supplement or the Water Aerodrome Supplement:

a) comply with Air Regulations and Air Navigation orders respecting the marking, lighting, equipping and operation of aerodromes;

b) provide Transport Canada with the information required for listing and describing the aerodrome in the Canada Flight Supplement or the Water Aerodrome Supplement;

c) advise Transport Canada of any changes of the aerodrome, including changes of ownership or operation, that require corrective amendment of information currently published in the Canada Flight Supplement or Water Aerodrome Supplement.

d) advise Transport Canada of any condition on or in the vicinity of aerodrome that the aerodrome owner/operator believes to be hazardous to flight operations.

3. AERODROME REGISTRATION PROCEDURES

3.1 On receipt of an application for the registration of an aerodrome, the Regional Manager, Air Navigation System Requirements will contact the applicant to arrange for an inspection of the aerodrome to determine that all the conditions of registration have been met.

4. PERIODIC INSPECTION OF REGISTERED AERODROMES

4.1 Registered aerodromes which receive. federal or provincial financial assistance shall be inspected every two years to verify compliance with: Air Regulations, Air Navigation Orders, contractual agreements respecting the conditions of financial assistance, and the correctness of information published in the Canada Flight Supplement or the Water Aerodromes Supplement. The inspection shall be conducted by an Aerodrome Standards Civil Aviation Inspector.

4.2 Registered aerodromes which do not receive federal or provincial financial assistance shall be inspected every three years to verify compliance with: Air Regulations, Air Navigation Orders and the correctness of information published in the Canada Flight

Supplement and the Water Aerodrome Supplement. The inspection will normally be conducted by a Monitoring and Information Civil Aviation Inspector; however; the responsibility for these inspections will be at the discretion of the RMNR. In all instances the Aerodrome Standards Section will be responsible for collating and cataloguing the information gathered on registered aerodromes.

APPENDIX G
GUIDANCE TO AERODROME INSPECTORS

1. INSPECTION PROCESS

1.1 An airport certification inspection is first and foremost a comprehensive safety review. An Aerodrome Standards Civil Aviation Inspector is responsible to confirm that the airport meets airport certification standards and that airside organization, procedures, services and facilities are all provided in accordance with the level of service described in the AOM.

a) the organizational structure, delineation of responsibilities, inter-unit agreements, airside operational organization, operational procedures and aeronautical information review process;

b) the physical dimensions and configuration including runways, graded areas, runway strips, taxiways, stopways, clearways, apron areas, displaced thresholds and declared distances;

c) the obstacle limitation surfaces and dimensions, including take-off/approach area boundaries, take-off/approach surfaces and slopes, transitional surface slopes and outer surface dimensions;

d) the location, maintenance and operation of visual aids including approach lights, RILs, VAS1S, PAPI, runway/taxiway centreline and edge lights, runway threshold/end lights and runway/taxiway surface markings and the wind indicators.

e) the marking and lighting of all obstructions, hazards, unserviceable areas, closed runways and taxiways, non-load bearing pre-threshold, apron and taxiway shoulder areas;

f) the siting, dimensions, colour, wording and lighting of all aerodrome operational guidance signs including mandatory instruction, directional, designator, information, distance-to-go, navigation check point and vehicular directional signs;

g) conformity with conditions established by applicable Airport Zoning Regulations;

h) where required, the availability and currency of ICAO Type A Charts;

i) the heliport-on-airport special procedures and flightway designs for the approach/departure, hover taxi, air hover and parking of helicopters; and,

j) all airside services and facilities being provided at a certified airport are to be described in Part 3 of the AOM. While some airside maintenance services may be discretionary in responding to user needs, the provision of the* following services is essential: emergency response plan; airport safety plan; movement area access and

control procedures; and apron management and apron safety procedures. Airport facilities provided by Transport Canada in accordance with Air Navigation System level of service policy may include: air traffic services; navigation aids; communication services; aviation weather services and aeronautical information services.

1.2 Further guidance on the certification inspection of airside services is provided at Appendix **E.**

1.3 The inspector shall ensure that the airport **name,** as **it appears** on the airport certificate and the Zoning Regulation, is consistent with the official airport name as shown **in** the **Canada** Flight Supplement **(CFS)/ Water** Aerodrome Supplement (WAS). **Where necessary,** new certificates will be issued and the Zoning Regulations amended to **agree** with the airport **name in** the **CFS/WAS.**

2. INSPECTION PROCEDURES **–** GENERAL

2.1 **Scheduling** Airport operators will be advised as **far** in advance as possible of an initial certification inspection and an annual certification inspection. Additional inspections may be **conducted** unannounced.

2.2 Preparation The more knowledgeable the Aerodrome **Standards Civil** Aviation Inspectors are about the local situation prior to the inspection the more effective they will be in **judging** the **operator's** plans, organization, procedures, inter-unit **agreements,** personnel, equipment, training, maintenance, etc.

2.3 Prior to a certification inspection an inspector should review the following:

a) current **NOTAMS,** airport obstruction **charts,** geological survey maps, previous airport certification/monitoring inspection reports, airport **safety surveys** (airport **safety** plan), **CADORS, OIRS, AOM,** and pertinent correspondence relating to airport certification and safety;

b) check the latest airport **survey** mosaic master plans, scheduled short and long term construction **projects,** land-use and electronic zoning protection requirements. **Check** the official designation of runways, taxiways, aprons, **gates** and parking areas and evaluate this information with current instrument approach plates and with information contained in the Canada Flight Supplement;

c) ensure that operational procedures, inter-unit **agreements,** Memoranda of Understanding, Advisory Circulars, **etc.,** are available while conducting the certification inspection;

d) check status of follow-up actions in correcting previous deficiencies;

e) check with Flight Inspection, Air Traffic Services, Security and **Emergency** Planning, Planning and Operational Requirements, Airport **Safety Services etc.,** to obtain information that is relevant to the inspection; and

f) ensure that inspection tools and equipment are available and serviceable, including:
   (i) inclinometers;
   (ii) measuring wheel-tape;
   (iii) compass;
   (iv) transit;
   (v) camera and film;
   (vi) binoculars;
   (vii) clipboard;
   (viii) inspection forms (Appendix C);
   (ix) radio for VHF communications;
   (x) a vehicle with proper equipment for airside transport, including a qualified escort where necessary;
   (xi) applicable reference TP publications; and
   (xii) a current copy of the airport AOM.

2.4 The inspection should normally be conducted in the following sequence:

(a) assemble and brief the airport inspection team;

(b) meet with the airport operator to discuss the airport status, both current and future;

(c) invite the airport operator or an appointed representative to participate in the inspection (an appointed representative should be a qualified escort);

(d) conduct the inspection of the airport with reference to current AOM (described in Appendix C).

(e) conduct interviews, where necessary, with key personnel such as: operations managers; field maintenance supervisors; fire chiefs; air traffic services personnel; major users, etc., to identify and gather information on problem areas;

(f) arrange for a post-inspection de-briefing with the airport operator and, where necessary, airport staff, to discuss the results of the inspection including shortcomings, corrective actions and follow-up commitments; and

(g) conduct aeronautical studies (described in chapter 5), where necessary.

2.5 Inspection Reports. Each certification inspection must be documented; a Form R6 0439-Airport Certificate completed; and, the airport operator fully informed of the results of the inspection. These reports should be coordinated with other staff agencies, as appropriate, such as: Planning and Operational Requirements; Regulatory; Monitoring; Airports Group;

Flight Inspection; Technical Services; etc., to insure that these staff agencies are fully aware of any deficiencies revealed by the inspection.

APPENDIX H
Airport and Aerodrome Policy References

1. **Notice to** Aerodrome **Operators**
   No. **87-1 -** June **26,** 1987.
2. Airport Movement Area Operating **Restrictions**
   ANSROD-84-02 - November 30, 1984.
3. Aerodrome Inspection Cycles
   ANSROD-87-04 - September **1,** 1989.
4. Assignment of Civil Aviation **Inspectors** to **Major** Airports
   ANSROD-89-02, October **1,** 1989.
5. **Aerodrome Movement** Area Mandatory Instruction Signs
   ANSROD-89-03, October **1, 1989.**
6. ANSR Information Bulletin on Free **Balloon** Launching Sites
   ANSRIB-84-01, November **30, 1984.**
7. Procedure for Enactment of Airport Zoning Regulations
   ANSR1B-85-01 **-** October **1, 1989.**
8. Airport Zoning
   ANS Policy Doc. 114.301 **-** Dec. 1988.
9. Visual Aids Emergency Power and Switch-Over Times
   ANS Policy Doc. 114.303. **114.303- Apr. 1989.**
10. Airport Beacons
    ANS Policy Doc. **114-304 -** Dec. 1988.
11. **DND** Aircraft Arrester Cables
    ANS Policy Doc. 1**14-305 -** Dec. 1988.
12. **DND** Signs
    ANS Policy Doc. 114-306 **-** Dec. 1988.
13. Runway Traction Research and Operational Reporting Program
    ANS Policy Doc. 1**14-307 -** Dec. **1988.**
14. Airport Approach Systems and Services
    ANS Policy Doc. 114-308 **- Apr.** 1989.
15. Air-to-Ground Radio Control of Airport Lighting
    ANS Policy Doc. 1**14-310 -** Dec. **1988.**
16. Provision for an Approach Slope Indicator
    ANS Policy Doc. 1**14-31**1 **-** Dec. 1988.
17. Provision of Parallel Taxiways and High Speed Exits
    ANS Policy Doc. **114-312 -** Dec. 1988.
18. Bird **Strike** Hazards
    ANS Policy Doc. **114-313 -** Dec. **1988.**
19. Agreements Respecting Airside Operations
    ANS Policy Doc. 114-314 **-** Dec. **1988.**
20. Determining the Airport Role for Air Navigation Services Planning
    ANS Policy Doc. 114-317 **-** Dec. 1988.

21. Planning **-** Number of Runways to Satisfy DemandANS Policy Doc. 114-318 **-** Dec. **1988.**

22. Planning **-** Runway Requirements for Wind Coverage
ANS Policy Doc. 114-319 **-** Dec. **1988.**

23. Planning **-** Determination of Runway Length
ANS Policy Doc. 114-320 **-** Dec. **1988.**

24. Non-Standard Vasis
ANS Policy Doc. 114-322 - Dec. 1988.

25. Provision of Hazard **Beacons**

ANS Policy **Doc. 114-323 – Dec. 1988.**

26. Certified **Airport** Safety Reviews

ANS Policy **Doc. 114-324 –** Dec. **1988.**