

**Jamaica Civil Aviation
Authority
Aerodrome Certification
Manual**

**REVISION 1
November 28, 2012**

Foreword

The purpose of this manual is to give guidance to applicants on the procedures for the issue or variation of an aerodrome certificate; to indicate the criteria adopted by the Authority for assessing the application; and to provide a reference for the holders of certificates so that they may ensure compliance with the authority's requirements as they relate to the operational management of aerodromes and the planning of aerodrome developments.

The requirements, which, are given herein incorporate the Standards and Recommended Practices of Annex 14 to the Convention on International Civil Aviation in so far as these have been, adopted by Jamaica. In applying the requirements and making its judgment, the Authority will endeavor to adopt as flexible an approach as is consistent with the achievement and maintenance of a satisfactory level of safety, and with the observance of Jamaica's international obligations under the ICAO Convention.

Prior to the grant of a certificate, the Authority's Inspectors will visit the aerodrome and determine the extent to which the aerodrome, its facilities and its operational procedures meet the requirements herein. Where there are shortcomings which cannot reasonably be rectified, consideration will be given to the introduction of particular limiting conditions which will compensate for these shortcomings and achieve a satisfactory level of safety. On a regular basis, the Authority's Inspectors will visit each certified aerodrome to ensure the continued compliance with the published requirements.

The Aerodrome Certification Manual is issued under the authority conferred upon the Director General of the Jamaica Civil Aviation Authority by the Civil Aviation Act of 1966.

As necessary, the Authority will wish to supplement the guidance or requirements given in this publication to the holders of aerodrome certificates. This will be done in the form of Flight Safety Notifications. Where appropriate, such material will be included in this publication by amendment.

Applicable date: This manual will come into effect on October 15, 2007.

Approved



Lt. Col. Oscar Derby
Director General

IMPORTANT NOTICE

- This manual is issued under the authority conferred upon the Director General of the Jamaica Civil Aviation Authority pursuant to the Civil Aviation Act 1966 as amended.
- Any correspondence concerning this document shall be addressed to the:

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- As and when appropriate, the Director General of the Jamaica Civil Aviation Authority will supplement the manual by way of “Flight Safety Notifications”.
- This manual consist seven chapters:

Chapter One:	General
Chapter Two:	Certification Procedures
Chapter Three:	Certification Requirements
Chapter Four:	Operating Requirements
Chapter Five:	Use of Aerodromes
Chapter Six:	Aerodrome Security
Chapter Seven:	Appendices/Formats

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Approved

Signature and Stamp of authorized person.

Certification Checklist

This following checklist is a guide to assist the aerodrome inspector in keeping track of the certification process. It is to be used in conjunction with ICAO Annex 14 Volume 1 Aerodrome Design and Standards and Document 9774: Manual on Certification of Aerodromes.

Item	√
1. Expression of interest.	
2. Meeting Economic Regulations Department.	
3. Meeting Flight Safety Department to discuss expression of interest.	
4. Pre-application Statement of Intent package presented to customer by authority.	
5. Pre e-application Statement of Intent returned by customer and reviewed by Authority.	
6. Meeting Flight Safety Department, Pre-application Statement of Intent approved and manuals presented for review.	
7. Manuals reviewed and returned for changes or approved (60-90 days).	
8. Site Inspection by Aerodrome Inspector.	
9. Verify Aerodrome data.	
10.Obstacle limitation Surfaces.	
11.Check Aerodrome Facilities and Equipment.	
12.Lighting	
13.Aerodrome Maintenance Equipment.	
14.Vehicle radios.	
15.Procedures review: <ul style="list-style-type: none"> • Maintenance • ATS • Construction • Aerodrome operating procedures 	
16. Inspection report reviewed.	
17. Certificate recommended/or not.	
18. Certificate Issued.	

