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SUBPART A: GENERAL**Applicability**

This Schedule prescribes, for Jamaican aerodrome operator certificate applicants, what is required to be in the Aerodromes Manual referred to in the Jamaica Civil Aviation Regulations, Part XIII, Regulation 109:

General

(a) The Manual should contain a General section that explains the following -

- (1) the purpose and scope of the Aerodrome Manual;
- (2) the legal requirement for an aerodrome certificate and an Aerodrome Manual as prescribed in the national regulations;
- (3) the conditions for use of the aerodrome—a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (4) the available aeronautical information system and procedures for its promulgation;
- (5) the system for recording aircraft movements; and
- (6) the obligations of the aerodrome operator.
- (7) Co-ordination Policy or Letters of Agreement between ANS and Aerodrome Operator on areas of co-ordination including but not limited to Aerodrome Emergency Planning, Aerodrome Condition Reporting and Aerodrome Vehicle Operations.

(b) The subsequent sections of the Manual shall contain information on the topics covered in Subparts B through E of this Schedule.

SUBPART B: PARTICULARS OF THE AERODROME SITE**General Information**

(a) This section shall contain general information relating to the aerodrome site, including the following: -

- (1) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (2) a plan of the aerodrome showing the aerodrome boundaries;

(3) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and

(4) the particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, of interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

SUBPART C: PARTICULARS OF THE AERODROME (To be reported to Aeronautical Information Service)

General Information

This section shall contain general information, including the following -

- (1) the name of the aerodrome;
- (2) the location of the aerodrome;
- (3) the geographical co-ordinates of the aerodrome reference point determined in terms of the World Geodetic System-1984 (WGS-84) reference general datum;
- (4) the aerodrome elevation and geoid undulation;
- (5) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (6) the aerodrome reference temperature;
- (7) details of the aerodrome beacon; and
- (8) the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

Aerodrome Dimensions and Related Information

This section shall contain general information, including the following -

- (1) For the runway or runways, the true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;

- (2) the length, width and surface type of strip, runway end safety areas, stop ways;
- (3) the length, width and surface type of taxiways;
- (4) the type of surface of the apron and aircraft stands;
- (5) the clearway length and ground profile;
- (6) visual aids for approach procedures, viz., approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
- (7) the location and radio frequency of Very-high frequency Omni-range Radio (VOR) aerodrome checkpoints;
- (8) the location and designation of standard taxi routes;
- (9) the geographical co-ordinates of each threshold;
- (10) the geographical co-ordinates of appropriate taxiway centre line points;
- (11) the geographical co-ordinates of each aircraft stand;
- (12) the geographical co-ordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention);
- (13) pavement surface type and bearing strength using the Aircraft Classification Number Pavement Classification Number (ACN-PCN) method;
- (14) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (15) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- (16) disabled aircraft removal plan: the telephone/telex/facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and

(17) rescue and fire-fighting; the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

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

SUBPART D: AERODROME OPERATING PROCEDURES & SAFETY MEASURES

Aerodrome Reporting

This section shall contain particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAM's, including the following -

- (1) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (2) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (3) the address and telephone numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

Access to the Aerodrome Movement Area

This section shall contain general information and particulars of the procedures that have been developed and are to be followed in co-ordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

- (1) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the Authority and other government departments, as applicable; and
- (2) the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

Aerodrome Emergency Plan

(a) This section shall contain particulars of the aerodrome emergency plan, including the following:

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

(b) details of exercises to test emergency plans, including the frequency of those exercises;

(c) a list of organizations, agencies and persons of authority, both on-and off airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;

(e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and

(f) the appointment of an on-scene commander for the overall emergency operation.

Rescue and Fire-Fighting

This section shall contain particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.

(Note: *This subject should also be covered in appropriate detail in the aerodrome emergency plan.*)

Inspection of the Aerodrome Movement Area and Obstacle Limitation Surface by the Aerodrome Operator

This section shall contain particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following -

- (1) arrangements for carrying out inspections, including runways and taxiways, during and outside the runway friction and water-depth measurements on normal hours of aerodrome operations;
- (2) arrangements and means of communicating with Air Traffic Control during an inspection;
- (3) arrangements for keeping an inspection logbook, and the location of the logbook;

- (4) details of inspection intervals and times;
- (5) inspection checklist;
- (6) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (7) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.
- (8) procedure to monitor and report the condition of movement areas.
- (9) procedure to report the presence of water on runway.
- (10) procedures to report slippery runway condition.

Visual Aids and Aerodrome Electrical Systems

This section shall contain particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following -

- (1) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- (2) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- (3) arrangements for carrying out routine maintenance and emergency maintenance;
- (4) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
- (5) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

Maintenance of the Movement Area

This section shall contain particulars of the facilities and procedures for the maintenance of the movement area, including -

- (1) arrangements for maintaining the paved areas;
- (2) arrangements for maintaining the unpaved runways, taxiways;
- (3) arrangements for maintaining the runway and taxiway strips; and
- (4) arrangements for the maintenance of aerodrome drainage.

Aerodrome Works—Safety

This section shall contain particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following: -

- (1) arrangements for communicating with Air Traffic Control during the progress of such work;
- (2) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- (3) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work; and
- (4) a distribution list for work plans, if required.

Apron Management

This section shall contain particulars of the apron management procedures, including the following: -

- (1) arrangements between Air Traffic Control and the apron management unit;
- (2) arrangements for allocating aircraft parking positions;
- (3) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (4) marshalling service; and
- (5) leader (van) service.

Apron Safety Management

This section shall contain procedures to ensure apron safety, including:

- (1) protection from jet blasts;
- (2) enforcement of safety precautions during aircraft refuelling operations;
- (3) apron sweeping;
- (4) apron cleaning;
- (5) arrangements for reporting incidents and accidents on an apron; and
- (6) arrangements for auditing the safety compliance of all personnel working on the apron.

Airside Safety Control

This section shall contain particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following -

- (1) details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and
- (2) the method of issuing driving permits for operating vehicles in the movement area.

Wildlife Hazard Management

This section shall contain particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following -

- (1) arrangements for assessing wildlife hazards;
- (2) arrangements for implementing wildlife control programmes; and
- (3) names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

Obstacle Control

This section shall contain particulars setting out the procedures for -

- (1) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- (2) controlling obstacles within the authority of the operator;
- (3) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (4) controlling new developments in the vicinity of aerodromes; and
- (5) notifying the Authority of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

Removal of Disabled Aircraft

This section shall contain particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following -

- (1) roles of the aerodrome operator and the holder of the aircraft certificate of registration;
- (2) arrangements for notifying the holder of the certificate of registration;
- (3) arrangements for liaising with the Air Traffic Control unit;
- (4) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and

- (5) names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

Handling of Hazardous Materials

This section shall contain particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following -

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

(Note: Hazardous materials include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials. Arrangements for dealing with the accidental spillage of hazardous materials should be included in the aerodrome emergency plan.)

Low-Visibility Operations

This section shall contain particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

Protection of Sites for Radar and Navigational Aids

This section shall contain particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome, ensure that their performance will not be degraded, including the following:

- (1) arrangements for the control of activities in the vicinity of radar and navaids installations;
- (2) arrangements for ground maintenance in the vicinity of these installations; and
- (3) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1 : In writing the procedures for each category, clear and precise information should be included on :

when, or in what circumstances, an operating procedure is to be activated ; how an operating procedure is to be activated ; actions to be taken ; the persons who are to carry out the actions , and the equipment necessary for carrying out the actions, and access to such equipment.

Note 2 : If any of the procedures specified above are not relevant or applicable, the reason should be given.

SECTION TWO

SAFETY MANAGEMENT SYSTEM (SMS)

The following are the minimum standards for an Operator Safety Management System.

General

This specifies the framework for the implementation and maintenance of a safety management system (SMS) by an aerodrome operator. An SMS is a management system for the management of safety by an organization. The framework includes four components and twelve elements representing the minimum requirements for SMS implementation.

The implementation of the framework shall be commensurate with the size of the organization and the complexity of the services provided. A brief description of each element of the framework is also included.

Contents**1. Safety policy and objectives:**

- (a) Management commitment and responsibility;
- (b) Safety accountabilities;
- (c) Appointment of key safety personnel;
- (d) Coordination of emergency response planning; and
- (e) SMS documentation.

2. Safety risk management:

- (a) Hazard identification; and
- (b) Safety risk assessment and mitigation.

3. Safety assurance:

- (a) Safety performance monitoring and measurement;
- (b) The management of change; and
- (c) Continuous improvement of the SMS.

4. Safety promotion:

- (a) Training and education; and
- (b) Safety communication.

1. Safety policy and objectives

(a) Management commitment and responsibility

The aerodrome operator shall define the organization's safety policy which shall be in accordance with international and national requirements, and which shall be signed by the accountable executive of the organization. The safety policy shall reflect organizational commitments regarding safety; shall include a clear statement about the provision of the necessary resources for the implementation of the safety policy; and shall be communicated, with visible endorsement, throughout the organization. The safety policy shall include the safety reporting procedures; shall clearly indicate which types of operational behaviours are unacceptable; and shall include the conditions under which disciplinary action would not apply. The safety policy shall be periodically reviewed to ensure it remains relevant and appropriate to the organization.

(b) Safety accountabilities

The aerodrome operator shall identify the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the operator, for the implementation and maintenance of the SMS. The aerodrome operator shall also identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS. Safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organization, and shall include a definition of the levels of management with authority to make decisions regarding safety risk tolerability.

(c) Appointment of key safety personnel.

The aerodrome operator shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective SMS.

(d) Coordination of emergency response planning

The aerodrome operator shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations and the return to normal operations is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its services.

(e) SMS documentation

The aerodrome operator shall develop an SMS implementation plan, endorsed by senior management of the organization that defines the organization's approach to the management of safety in a manner that meets the organization's safety objectives. The operator shall develop and maintain SMS documentation describing the safety policy and objectives, the SMS requirements, the SMS processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and the SMS outputs.

Also as part of the SMS documentation, the operator shall develop and maintain a safety management system manual (SMSM), to communicate its approach to the management of safety throughout the organization.

2. Safety risk management

(a) Hazard identification

The aerodrome operator shall develop and maintain a formal process that ensures that hazards in operations are identified. Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

(b) Safety risk assessment and mitigation

The aerodrome operator shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in training operations.

3. Safety assurance

(a) Safety performance monitoring and measurement

The aerodrome operator shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls. The safety performance of the organization shall be verified in reference to the safety performance indicators and safety performance targets of the SMS.

(b) The management of change

The aerodrome operator shall develop and maintain a formal process to identify changes within the organization which may affect established processes and services; to describe the arrangements to ensure safety performance before implementing changes; and to eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

(c) Continuous improvement of the SMS

The aerodrome operator shall develop and maintain a formal process to identify the causes of substandard performance of the SMS, determine the implications of substandard performance of the SMS in operations, and eliminate or mitigate such causes.

4. Safety promotion**(a) Training and education**

The aerodrome operator shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the SMS duties. The scope of the safety training shall be appropriate to each individual's involvement in the SMS.

(b) Safety communication

The aerodrome operator shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the SMS, conveys safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.

SECTION THERE AERODROME OPERATING REQUIREMENTS

Aerodrome Data

The holder of an Aerodrome certificate, in determining and reporting Aerodrome data shall :

- (a) Ensure adherence to accuracy, integrity and protection requirements set forth in Aerodrome Standards Manual
- (b) Maintain the integrity of aeronautical data and avoidance and corruption of data at all times
- (c) Ensure that data are measured or described appropriately as prescribed in the Aerodrome standards manual

Notifying and Reporting

(a) *Notification of inaccuracies in Aeronautical Information Service (AIS) publications*—An Aerodrome operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the AIS on receipt thereof and immediately after such reviews shall notify the Authority of any inaccurate information contained therein that pertains to the Aerodrome.

(b) *Notification of changes to the Aerodrome facilities, equipment and level of service planned in advance*—An Aerodrome operator shall notify the Authority, in writing, at least 60 days before effecting any change to the Aerodrome facility or equipment or the level of service at the Aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to in Regulation.

(c) *Issues requiring immediate notification*— Subject to the Regulation an Aerodrome operator shall arrange for air traffic control and the Authority to receive immediate notice detailing any of the following circumstances of which the operator has knowledge :

(i) *Obstacles, Obstructions and Hazards* :

(aa) any projections by an object through an obstacle limitation surface relating to the Aerodrome ; and

(bb) the existence of any obstruction or hazardous condition affecting aviation safety at or near the Aerodrome ;

(ii) *level of service* :— Reduction in the level of service at the Aerodrome as set out in any of the AIS publications referred to in Regulation

(iii) *Movement area*— Closure of any part of the movement area of the Aerodrome ; and

(iv). Any other condition that could affect aviation safety at the Aerodrome and against which precautions are warranted.

(d) *Immediate notification to pilots* :

When it is not feasible for an Aerodrome operator to arrange for the air traffic control unit and the Authority to receive notice of a circumstance referred in the regulation, the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

Visual aids for Navigation

The holder of an Aerodrome certificate shall ;

(a) establish procedures to ensure that a system of preventive maintenance and checking of the Aerodrome visual aids for navigation is in place.

(b) ensure that each visual aid for navigation provides reliable and accurate guidance to the user.

(c) establish a percentage of allowable serviceable lights that will ensure continuity of guidance to the user.

(d) restore any unserviceable or deteriorated items back into service without undue delay.

(e) provide and maintain visual aids at the Aerodrome as prescribed in the Aerodrome standards manual and related guidance material.

Works on Aerodrome

The holder of an Aerodrome certificate shall ;

(a) establish procedures and take precautions to ensure that works carried out on the Aerodrome do not endanger aircraft operations.

(b) appoint one or more trained works safety officers to ensure full compliance with the procedures and precautions in paragraph (a) above.

(c) coordinate work and ensure compliance with safety requirements and standards for routine maintenance, minor construction or maintenance work or major construction or maintenance work at its Aerodrome as prescribed in the Aerodrome standards manual and related guidance material.

(d) provide liaison between any maintenance team or contractor, ATC and safety works officer so as to ensure compliance with safety rules in the areas of :

- (i) R/T procedures to be used
- (ii) Isolation of work areas
- (iii) General working rules
- (iv) Hazards to personnel working on the Aerodrome
- (v) Marking and Lighting on cranes or equipment that is likely to penetrate the obstacle clearance zone.
- (vi) Effect on navigational aids (ILS, radar) and other electronic landing aids.
- (vii) Paved area cleanliness after work

(e) Carry out works on Aerodrome as prescribed in Manual of Aerodrome standards and associated ICAO guidance material

Aerodrome Emergency Plan

The holder of Aerodrome certificate shall establish an Aerodrome Emergency Plan to :

(a) ensure that all Aerodrome personnel having duties and Aerodrome emergency responsibilities under the holder's Aerodrome emergency plan are familiar with their assignments and are properly trained.

(b) test the Aerodrome emergency plan by requiring full-scale Aerodrome emergency exercises at intervals not exceeding two years.

(c) require special emergency exercises in the intervening year to ensure that any deficiencies found during the full-scale Aerodrome emergency exercise have been corrected

(d) review the plan after each of the exercise specified in paragraphs (b) and (c) or after an actual emergency, to correct any deficiencies found.

(e) ensures the Aerodrome Emergency Plan document includes at least but not limited the following :

- (i) Types of emergency planned for ;
- (ii) List of emergencies involved in the plan ;
- (iii) Responsibility and role of each agency, the crisis management centre and the command post, for each type of emergency ;
- (iv) information on names and telephone numbers of officers or people to be contacted in the case of a particular emergency ; and
- (v) a map of the Aerodrome and its immediate vicinity.

(f) establish procedures for coordinating with other entities involved in the provision of emergency services and the development of the plan.

(g) establish and implement the Aerodrome emergency plan as prescribed in the Manual of Aerodrome standards and associated guidance material.

Rescue and Fire Fighting

The holder of an Aerodrome certificate shall :

(a) determine the rescue and fire fighting category of the Aerodrome, minimum extinguishing agents required for the category and minimum rescue and fire fighting vehicles for the category.

(b) establish a procedure to ensure that all rescue and fire fighting personnel are trained, equipped, and sufficient in number to respond to any emergency situation.

(c) when required by the Authority, demonstrate rescue and fire fighting response capability.

(d) in the event that an increase in aircraft movements, or a change in the sizes of aircraft using the Aerodrome results in an increase in the category of Aerodrome, the holder of an Aerodrome certificate shall increase his or her rescue and fire fighting capability to the minimum required for that higher category as prescribed by the Authority.

(e) not reduce its rescue and fire fighting capability except with the approval of the Authority, and the reduction shall not be implemented unless the information is forwarded to the Aeronautical Information Services (AIS) for immediate publication.

(f) employ a system of preventive maintenance of its rescue and fire fighting vehicles to ensure effectiveness of the equipment and compliance with the required response time throughout the life of each vehicle.

(g) with the rescue and fire fighting equipment, and the number of trained personnel which will assure an effective operation, respond promptly to each emergency situation in its Aerodrome.

(h) equip its Rescue and Fire Fighting outfit with trained personnel, serviceable vehicles, principal and complementary agents and equipment meeting the category of its Aerodrome with the operating objective and target of :

(i) Meeting the response time of three minutes, to get to the end of each runway, as well as to any other part of the movement area in optimum conditions of visibility and surface condition.

(ii) Discharging foam solution, within the three minutes response time at a rate of at least fifty percent (50%) of the discharge rate as specified by operators' Aerodrome category.

(iii) Responding to each emergency situation at his or her Aerodrome as promptly as possible.

(iv) Provide rescue and fire fighting services as prescribed in the Aerodrome standards manual and associated guidance material.

**Apron Control and Management
Services**

The holder of an Aerodrome certificate shall :

(i) ensure that the Aerodrome control service and the apron control service work in harmony to facilitate safe transition of aircraft between apron control and Aerodrome control.

(ii) ensure close liaison and co-operation between the Apron Control Unit and ATS units through radio communication and monitoring devices.

(iii) keep an accurate record of movement information including aircraft arrival times, landings and take-offs.

(iv) provide marshalling and leader van services and aircraft stand allocation.

(v) provide serviceable aviobridges and docking devices where passenger loading is done through bridges.

(vi) control apron movements by ground vehicles using the Aerodrome operator's apron safety rules as stipulated in approved Aerodrome manual.

(vii) provide blast fences to protect personnel and vehicles from jet blast and propeller slipstreams.

- (viii) ensure that aircraft operators and fuel companies adhere strictly to the holder's procedures during the fuelling of aircraft.
- (ix) ensure that apron is swept clean and de-greased regularly and when necessary.
- (x) keep records of activities and dissemination of same to appropriate establishments when necessary
- (xi) provide apron control and management services as prescribed in the Aerodrome standards manual and associated guidance material.

Ground Vehicles and Pedestrians

The holder of Aerodrome certificate shall :

- (a) limit access to movement areas and safety areas only to those ground vehicles and pedestrians necessary for Aerodrome and aircraft operations.
- (b) provide adequate procedures for the safe and orderly access to, and operation on the Aerodrome operational areas, by ground vehicles and pedestrians.
- (c) establish and implement provisions identifying the consequences of noncompliance with the procedures in (b) by an employee, tenant, or contractor.
- (d) when an air traffic control service is in operation, ensure that each ground vehicle or pedestrian in movement areas or safety areas is controlled by :
 - (i) two-way radio communications between each ground vehicle or pedestrian and the control tower ;
 - (ii) an escort vehicle with two-way communication with the control tower ; or
 - (iii) adequate measures authorised by the Authority for controlling ground vehicles and pedestrians, such as markings, signs, signals or guards, when it is not operationally practicable to have two-way radio communications between the tower and the ground vehicle, escort, or pedestrian.
- (e) ensure that each employee, tenant, or contractor is trained on the procedures required in this Part "Ground vehicles and pedestrians" prior to moving on foot, or in a ground vehicle, in the movement areas or safety areas of the Aerodrome.
- (f) maintain the following records :

- (i) a description and date of training for personnel and use of ground vehicles on movement areas and safety areas.
- (ii) a record for each vehicle and individual access to movement areas.
- (iii) a description and date of any accident or incident in the movement areas involving aircraft and ground vehicle, or aircraft and aircraft, or aircraft and pedestrians.

(g) ensure ground vehicles and pedestrian operations as prescribed in the Aerodrome standards manual and associated guidance material.

Protection of Navigational Aids

The holder of an Aerodrome certificate shall :

- (a) prevent the construction of facilities on the Aerodrome that would adversely affect the operation of any electronic or visual navigation aid or air traffic service
- (b) prevent, as far as it is within the certificate holder's authority, an interruption of the visual or electronic signals of navigation aids.
- (c) provide protection of navigational aids as prescribed in the Aerodrome standards manual and associated guidance material.

Aerodrome Inspection Programme

The holder of an Aerodrome certificate shall :

- (a) carry out special inspections :
 - (i) as soon as practicable after an aircraft accident or incident within the meaning of the requirements specified in ICAO *Annex 13*.
 - (ii) during any period of construction or repair of the Aerodrome facilities or equipment that is critical to the safety of aircraft operations.
 - (iii) at any time when there are conditions at Aerodrome such as strong winds and rain, that could affect aviation safety.
 - (iv) after construction, repair, or maintenance works have been carried out on Aerodrome facilities and equipment.
- (b) carry out daily serviceability inspections.
- (c) carry out Aerodrome technical inspections.

(d) An Aerodrome technical inspection which ensures that any deterioration that could make any facility unsafe for aircraft operations is detected shall be carried out by the holder of Aerodrome certificate at least once in a year. The technical inspection shall include the following :

- (i) An instrument survey of the approach, take-off and transition surfaces.
- (ii) An inspection and testing of the Aerodrome lighting and electrical reticulation systems, including the visual approach slope indicators. (VASIS or PAPIS).
- (iii) An electrical testing of any earthing points at the Aerodrome.
- (iv) An inspection and assessment of the movement area pavements and drainage.
- (v) An inspection of signs on the movement areas.
- (vi) An inspection of terminal building facilities.
- (vii) An inspection of facilities for Aerodrome emergency.
- (viii) An inspection of rescue and fire fighting facilities.
- (ix) Assessment of hauling of hazardous materials.
- (x) Assessment of measures to control and reduce birds and animal hazards.
- (xi) An inspection of airside vehicles and movement control arrangements.
- (xii) A check of the currency and accuracy of Aerodrome information published in AIP.
- (xiii) A check of Aerodrome operating procedures as contained in the holder's Aerodrome manual.
- (xiv) A check of movement areas, grassed areas, and visual aids.
- (xv) A check of the installations, equipment, and terminal building facilities.

Public Protection

The holder of Aerodrome certificate shall provide :

- (a) safeguards to prevent inadvertent entry to the movement areas by unauthorized persons or vehicles.
- (b) reasonable protection of persons and property from aircraft blast.
- (c) an Aerodrome perimeter fence, perimeter road, barriers and doors with controlled access to prevent incursion of animals or human beings likely to endanger aircraft operation.

The holder of an Aerodrome certificate shall, in addition to the Aviation Security Requirements :

(a) ensure that personnel engaged, employed, or contracted by the certificate holder undergo a security awareness programme, and that each person required to carry out specific security tasks is trained for those tasks and ;

(b) designate an isolated aircraft parking position with adequate lighting facility in his or her Aerodrome for the parking of an aircraft that is known or believed to be the subject of unlawful interference, or which for other security reason needs isolation from normal Aerodrome activities ; and

(c) provide the following areas at his or her Aerodrome terminal building for the screening of passengers, crew and baggage :

(i) areas for the screening of international passengers, crew, and baggage, prior to aircraft boarding.

(ii) sterile areas where international passengers and crew are prevented from having access to unauthorised articles or contact with unscreened persons.

(iii) areas for the separation of arriving passengers and crew from departing passengers and crew during deplaning to prevent arriving, transit, and transfer passengers and crew having contact with any person who has been subject to screening, and

(d) ensure that concession areas at Aerodrome terminal buildings are designed in such a way that they provide access control measures sufficient to prevent delivery of any firearm, or any offensive weapon or instrument, or ammunition, or explosive substance, or banned drugs and articles, to any screened person.

(e) design all areas required in paragraphs (c) and (d) in such a way that they provide access control measures sufficient to prevent any unauthorised person from entering the area and

(f) provide designated areas for the separation of international passengers from domestic passengers.

(g) establish a system for crowd control and vehicle movements in the land side and public areas of the Aerodrome.

(h) establish procedures for identifying Aerodrome users, methods of dealing with breaches in any security procedures, as well as reporting same to the Authority.

(i) make provision for the security of services including emergency supplies, communications, sewage and water supply in order to guard against the risk of such services being sabotaged or criminally put out of service.

(j) demarcate, warn, alert and affix signs and prohibition notices at the perimeter of security areas within the Aerodrome.

Aeronautical Studies

An applicant for or holder of Aerodrome certificate shall :

(a) carry out an aeronautical study to assess the impact of deviations from the Aerodrome standards in order to ;

(b) provide justification for a deviation from Aerodrome standards on the grounds that an equivalent level of safety shall be attained by other means.

(c) present alternative means of ensuring the safety of aircraft operations, and

(d) estimate the effectiveness of each alternative.

(e) recommend procedures to compensate for the deviation.

(f) publish approval of any deviation in AIP and seek and obtain approval of the Authority on (a) to (e) so as to maintain the currency of his or her Aerodrome certificate.

(g) engage inspectors with practical experience and specialised knowledge in relevant areas in the conduct of technical analysis.

(h) notify promptly pilots, AIS and the Authority, in compliance the Regulations, where the only reasonable means of providing an equivalent level of safety is to adopt suitable procedures with cautionary advice.

(i) carry out aeronautical studies as prescribed in the Aerodrome standards manual and associated guidance material.

The holder of Aerodrome certificate, when organising wildlife/bird strike control programme shall :

- (a) ensure all parties involved in Aerodrome use are well informed of the operations of the programme and the hazardous effects of allowing the presence of birds at the Aerodrome.
- (b) seek the co-operation of the air traffic control unit, Aerodrome maintenance, planning, finance, marketing as well as aircraft operators and constitute an effective bird hazard reduction committee.
- (c) employ or engage bird control field personnel headed by an expert.
- (d) discourage farming with crops that attract birds and disapprove agricultural activities in and around the vicinity of the Aerodrome.
- (e) pay attention to grass management, the presence of pools of water around the airfield, refuse disposal and collection techniques, so as to make the Aerodrome unattractive to birds.
- (f) ensure there is adequate budget for continuous bird and wildlife control programmes and their implementation.
- (g) carry out effective bird scaring exercises and constantly discourage and destroy bird' habitats around the Aerodrome and its vicinity.
- (h) report bird strike incidents using ICAO "IBIS" reporting format and impress upon on aircraft operators to report bird strike incidents whenever they occur promptly to appropriate department for action.
- (i) keep accurate record of bird strike incidents and notify the Authority promptly.
- (j) carry out bird hazard assessment and implement bird hazard management plans as prescribed in the Aerodrome standards manual and the associated guidance material.
- (k) The holder of an Aerodrome certificate shall carry out the activities of bird hazard reduction programmes in compliance with Aerodrome Standards Manual and related guidance on bird control and reduction.

Pavement Strength and Overload Operations

The holder of Aerodrome certificate shall not permit overloading of pavements beyond the design capacity particularly when it is observed that the pavements are exhibiting signs of distress or failure. However occasional minor overload on serviceable pavements is acceptable provided the following specifications are adhered to :

- (a) for flexible pavements, occasional movements by aircraft with Aircraft Classification Number (ACN) not exceeding 10 precept above the reported Pavement Classification Number (PCN) should not adversely affect the pavement.
- (b) for rigid and composite pavements, in which a rigid pavement layer provides a primary element of the structure, occasional movements by aircraft with ACN not exceeding 5 per cent above the reported PCN should not adversely affect the pavement.
- (c) if the pavement structure is unknown, the 5 precept limitation should apply, and
- (d) the annual number of overload movements should not exceed approximately 5 per cent of the total annual aircraft movements.

Quality Assurance System

- (a) The holder of Aerodrome certificate shall implement a quality assurance system as prescribed in the regulation, Manual of Aerodrome Standards and other guidance material.
- (b) The quality system shall include :
 - (i) the maintenance of Aerodrome installations, equipment and terminal building facilities ;
 - (ii) the delivery of quality service to passengers and aircraft operators and
 - (iii) the measurement of the quality of service.
- (c) The holder of Aerodrome certificate shall pay attention to :
 - (i) departing and arriving passengers and baggage clearing time,
 - (ii) the provision of flight information to Aerodrome users,
 - (iii) sanitation,
 - (iv) directional signs,
 - (v) lighting and ambient temperature conditions, and
 - (vi) treatment of Aerodrome users' complaints.

Environmental Protection

The Aerodrome certificate holder shall establish an environment protection programme. The programme shall include :

(a) measures for wildlife/bird control and the handling of all types of wastes, spills, and pollution of air, water, and soil.

(b) ensuring compliance with the Regulations and extant environmental protection laws and regulations, guide lines and directives by relevant Government Agencies.

Removal of Disabled Aircraft

The holder of an Aerodrome certificate shall :

(a) establish and implement a disabled aircraft removal plan as prescribed in Aerodrome standards manual.

(b) designate an experienced and competent officer representing the Aerodrome operator to co-ordinate and liaise with ATS, the Accident Investigation Bureau, the Authority, the aircraft operator, Customs and Immigration Departments if the aircraft is involved in international operation, and note that the aircraft is the property of the aircraft operator and his or her insurers and that the task of moving the aircraft is the responsibility of the aircraft operator or owner.

(c) provide the capability of removing the disabled aircraft by following his or her plan for supplying of equipment, nominated agents acting on behalf of each operator at the Aerodrome and local contractors capable of facilitating the aircraft removal operations.

(d) make available a mobile office for the aircraft removal operation with communication links with ATS.

(e) secure the scene of the incident or accident with security personnel.

(f) keep records of all events, and photographs of the scene.

SECTION FOUR**Airport Master Plan****Master plan for each airport**

(1) For each airport there shall be a master plan approved by the authority under subpart two -

- (a) to establish the strategic direction for efficient and economic development at the airport over the planning period;
 - (b) to provide for the development of additional uses of the airport site; and
 - (c) to reduce potential conflicts between the use of airport sites and to ensure that uses of the airport site are compatible with the areas surrounding the airport.
- (2) The master plan for an airport operated or to be operated by an airport licensee shall specify –
- (a) the airport licensee's development objectives for the airport;
 - (b) the airport licensee's planning principles and assumptions;
 - (c) the airport licensee's assessment of the future needs of civil aviation users of the airport, and other users of the airport, for airport services and facilities relating to that airport;
 - (d) the airport licensee's intentions for land and use and related development of the airport site, including in particular any major airport development at the airport site and for any adjacent area that may become part of the airport site;
 - (e) the airport licensee's provision of airport services and facilities relating to the airport to the users of any area adjacent to the airport site;
 - (f) the airport licensee's airport development plan; and
 - (g) such other matters (if any) as are prescribed in the regulations.
- (3) Each master plan approved under subpart two for an airport shall remain in force until a draft master plan that is to replace the master plan comes into force for that airport.
- (4) At least once every 5 years after the approval under subpart two of the master plan for an airport, the airport licensee of the airport must review the master for the airport and submit to the authority a report of its review together with proposals for additions and alterations to the master plan which the airport licensee may consider expedient, including a draft master plan that is to replace the master plan in force for the airport.

Approval of master plan for airport

- (1) On receipt of any submission by an airport licensee of an airport of any draft master plan for the airport (including a draft master plan that is to replace the master plan for that airport) or any additions and alterations to the master plan in force for the airport, the authority may –
- (a) approve the draft master plan or the additions and alterations to the master plan in force; or
 - (b) refuse to approve the draft master plan or the additions and alterations to the master plan in force, as the case may be.
- (2) In deciding whether to approve the draft master plan for an airport, the authority shall have regards to the following matters:
- (a) the extent to which the plan achieves the purposes of a master plan as described in subpart one (2);
 - (b) the extent to which carrying out the plan would meet present and future requirements of civil aviation users of the airport, and other users of the airport, for airport services and facilities relating to the airport concerned;
 - (c) the effect that carrying out the plan would be likely to have on the use of land within the airport site and in areas surrounding the airport;
 - (d) the consultations undertaken in preparing the plan (including the outcome of the consultations); and
 - (e) the safety aspects and operational aspects of the airport,
- (3) If the authority approves a draft master plan for an airport, the plan becomes a master plan for that airport and shall come into force at the time of the approval.
- (4) The minister may make rules prescribing the content, form and procedures to be followed in connection with the preparation, giving and approval of additions and alterations to the master plan in force for an airport or a draft master plan that is, or to replace the master plan, for that airport, including –

(a) requiring the airport licensee to publish in prescribed circumstances a notice of the submission of any draft master plan (including a draft master plan that is to replace the master plan for that airport) or proposal of additions and alterations to the master plan in force for an airport, and of the places where copies of the draft master plan or the proposal may be inspected;

(b) objections and representations made in accordance with the rules to be considered, and public or other hearings in such cases as may be prescribed to be held before an airport licensee for an airport submits any draft master plan for the airport (including a draft master plan that is to replace the master plan for that airport) or any additions and authority makes a decision under (1) above ; and

(c) providing that a contravention thereof be punishable by a fine not exceeding \$10,000 or with imprisonment for a term not exceeding 2 years or both as may be specified in the rules.

(5) Any master plan approved by the authority immediately upon the commencement for any airport or any part thereof shall be deemed to be a master plan approved under, and in accordance with rules made under, this section for that airport.

**Major airport development in
accordance with master plan**

(1) An airport licensee for airport shall not carry out any major airport development relating to the airport, or cause or permit to be carried out major airport development relating to the airport, unless the carrying out of the development is in accordance with the master plan for that airport or the development is of a kind declared *in the regulations*

(2) A person (other than an airport licensee for an airport) shall not carry out any major airport development relating to the airport, or cause or permit to be carried out any major airport development relating to the airport, unless the carrying out of the development is in accordance with the master plan for that airport or the development is of a kind declared in the regulations

(3) any person who fails to comply with (1) or (2) above shall be guilty of an offence and shall be liable on conviction to a fine

(4) In this section –

"development" means the carrying out of any building works, engineering, mining or earthworks or other operations in, on, over or under land, or the marking of any material change in the use of any building or land;

"major airport development " means a development that is carried out at an airport site consist of –

- (a) Constructing a new runway or extending the length of a runway;
- (b) Constructing a new building wholly or principally for use as a passenger terminal;
- (c) Extending a building that is wholly or principally for use as a passenger terminal;
- (d) Constructing a new taxiway where the extension significantly increases the capacity of the airport to handle movements of passengers, cargo or aircraft;
- (e) Constructing a new parking apron for loading and unloading of aircraft passengers or cargo;
- (f) Constructing a new cargo terminal;
- (g) Constructing new hangars, fuel farms, buildings in-flight catering, fire-fighting services, or aircraft maintenance facilities; or
- (h) Such other development as may be prescribed by regulations.

SECTION FIVE

HELIPADS/HELIPORT AND OTHER LANDING AREA

Use of Helipads/Helipads GENERAL
APPLICABILITY

This part shall apply to the certification and operation of helipads/heliports in Jamaica with the exception of military helipads/helipads.

Establishments of Helipads/Heliports No person shall operate an heliport in Jamaica (mobile or fixed) for the take-off and landing of helicopters engaged in flights for the purpose of public transport or instruction in flying unless he or she is a holder of an Heliport or Aerodrome Certificate granted under these Regulations.

HELIPAD/HELIPORT CERTIFICATION PROCESS

Requirement to hold Helipads/Heliport Certificate A person shall not operate an heliport if the heliport is not certified by the Authority. All Jamaican heliport, helidecks and helipads (mobile or fixed) shall be certified in accordance with this part.

Application for Heliport Certificate An application for the issuance of an Helipad/Heliport Certificate, or an amendment thereto shall be :

(a) made to the Authority in the appropriate form as prescribed by the Authority

(b) accompanied by—

- (aa) the Heliport Manual ;
- (bb) the plans of heliport ;
- (cc) security clearance from the Ministry of National Security;
- (dd) written approval from the town planning and parish council authority, where applicable ;
- (ee) an approval written statement from National Environment Planning Agency (NEPA) attesting the applicant's compliance with relevant laws and regulations for environmental Management (where applicable)
- (ff) proof that the applicant is financially capable of operating the heliport ;
- (gg) the appropriate airspace classification requirements ;
- (hh) proof of payment of the appropriate fee prescribed by the Authority ;
- (ii) confirmation of insurance cover, type of cover and premium paid ; and
- (jj) particulars of proposed non-compliance with or deviation from the standards presented in these Regulations.

Grant of Helipad/Heliport Certificate The Authority may approve the application and accept the Helipad/Heliport Manual of the applicant for an Helipad/Heliport Certificate subject to the provisions in this section and grant an Helipad/Heliport Certificate to an applicant if :

	(a) the helipad/heliport facilities and equipment are in accordance with the standards specified in the Authority's Heliport and Aerodrome Standards Manuals ;
	(b) the heliport operating procedures make satisfactory provision for the safety of helicopters ;
	(c) the applicant would, if granted a certificate, have the necessary competence, experience and resources to operate and maintain the helipad/heliport ;
	(d) an acceptable Safety Management System is in place at the helipad/heliport
Refusal to grant Heliport Certificate	If the Authority refuses to grant an Helipad/Heliport Certificate to an applicant, the Authority shall give the applicant notice of the refusal, and the reasons for it, not later than 14 days from the date of refusal.
Duration of Heliport Certificate	An Heliport Certificate shall remain in force for a period of one year unless suspended or cancelled by the Authority.
Renewal of Heliport Certificate	A Helipad/Heliport operator shall ensure that renewal of his or her Heliport Certificate is commenced not less than 90 days to the date of expiration of his or her certificate.
Suspension or cancellation of Heliport Certificate	<p>(a) The Authority may by written notice suspend or cancel the Helipad/Heliport Certificate if the heliport facilities, operations, or maintenance are not of the standard necessary for the safety of helicopter and air navigation</p> <p>(b) The Authority shall suspend or cancel an Helipad/Heliport Certificate if the certificate is transferred to a third party without the consent of the Authority or if any conditions of the certificate have been breached.</p>
Endorsement of condition on Heliport Certificate	The Authority, when granting the Helipad/Heliport Certificate shall endorse the conditions for the type and use of the heliport and other details as contained in the Heliport Certificate.
Amendment of Heliport Certificate	<p>The Authority may amend an Helipad/Heliport Certificate when :</p> <p>(a) there is a change in the ownership or management of the helipad/heliport ; or</p> <p>(b) there is a change in the use or operation of the helipad/ heliport ; or</p> <p>(c) there is a change in the boundaries of the helipad/ heliport ; or</p>

(d) the holder of an Helipad/Heliport Certificate makes a request for an amendment.

Voluntary Surrender of an Heliport Certificate

The Authority may cancel an Helipad/Heliport Certificate if the heliport operator voluntarily gives notice, in writing, to surrender his/her Helipad/Heliport Certificate :

- (a) The Helipad/Heliport Certificate holder shall give the Authority 90 days written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.
- (b) The Authority shall cancel the certificate on the date specified in the notice.

Transfer of an Heliport Certificate

(a) The Authority may approve the transfer of an Helipad/Heliport Certificate when :

- (i) the current holder of the Helipad/Heliport Certificate notifies the Authority in writing, at least 90 days before ceasing to operate the heliport.
 - (ii) the current holder of the Heliport Certificate notifies the Authority, in writing, of the name of the transferee.
 - (iii) the transferee applies to the Authority, in writing, within 90 days before the current holder of the Heliport Certificate ceases to operate the heliport ; and
 - (iv) the requirements set out in Section 13(3) are met by the transferee.
- (b) If the Authority does not consent to the transfer of an Heliport Certificate, it shall notify the transferee, in writing, of its reasons not later than 30 days after making that decision.

HELIPAD/HELIPORT MANUAL

Preparation of Heliport Manual

The operator of a Certified Helipad/Heliport shall have a manual, to be known as the Helipad/Heliport Manual which shall :

- (a) be typewritten or printed, and signed by the helipad/heliport operator.
- (b) have a system of logging revisions, recording the currency of pages, and amendments.
- (c) be organised in a manner that will facilitate the preparation, review, and approval processes.

Location of Heliport Manual

(a) The helipad/heliport operator shall provide the Authority with a complete and current copy of the Heliport Manual.

(b) the operator shall keep at least one complete and current copy of the Helipad/Heliport Manual at the heliport and one copy at the operator's principal place of business if other than the helipad/heliport.

(c) the helipad/heliport operator shall make the complete and current copy of the Helipad/Heliport Manual available for inspection by authorised officers of the Authority.

Information to be included in the Helipad/Heliport Manual

An applicant for the certification of an heliport shall include the particulars contained in section 15 of the Requirements in the Helipad/Heliport Manual (RR 15).

Form of Helipad/Heliport Manual

The operator of a certified Heliport shall keep the copies of the Helipad/Heliport Manual required by subsection (2) in a printed form. Other copies may be kept in an electronic form.

Amendments of Helipad/Heliport Manual

(a) The operator of a certified Helipad/Heliport shall amend the Helipad/Heliport Manual whenever it is necessary to do so, to maintain the currency of the manual.

(b) The Authority may give written directives to the heliport operator requiring operator to amend the Helipad/Heliport Manual if necessary.

(c) The operator of a certified helipad/heliport shall comply with the directive given to the operator by the Authority in paragraph (b).

Notice of Amendments

The helipad/heliport operator shall inform the Authority, in writing, of any amendment to the Helipad/Heliport Manual within 30 days.

Heliport Manual Controller

The operator shall appoint a person to be the Helipad/Heliport Manual Controller, whose functions shall include :

(a) keeping a record of persons who hold copies of the whole or part of the Helipad/Heliport Manual.

(b) updating of information in the manual given to those holders referred to in (a).

Compliance with standards and practices

A helipad/heliport operator shall comply with the standards specified in Aerodrome Standards Manual.

Helipad/Heliport Design Requirements

(a) An applicant for the issuance of an Helipad/Heliport Certificate shall ensure that the heliport is provided with the following :

- (i) helipad/heliport data ;
- (ii) physical characteristics ;
- (iii) obstacle limitation surfaces ;
- (iv) visual aids ; and
- (v) an airspace classification appropriate to the helicopters it intends to serve.

(b) The heliport data, physical characteristics, obstacle limitation surfaces, visual aids, equipment and installations provided at the helipad/heliport shall comply with the appropriate helipad/heliport design standards as prescribed in Aerodrome Standards Manual.

Competence of Operational and Maintenance Personnel

The helipad/heliport operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for helipad/heliport operation and maintenance.

Helipad/Heliport operation and maintenance

(a) The helipad/heliport operator shall operate and maintain the heliport in accordance with the procedures set out in the approved Helipad/Heliport Manual.

(b) The Helipad/Heliport Certificate holder shall co-ordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of helicopters in the airspace associated with the heliport. The co-ordination shall cover other areas related to safety such as aeronautical information service, designated meteorological service provider and security.

Helipad/Heliport Operator's Safety Management System

(a) An heliport operator must have, and put into effect, a safety management system that includes the policies, procedures, and practices necessary to provide the services covered by its approval safely.

(b) The safety management system must be in accordance with the standards set out in the Requirements to this Part.

TWENTY-FIRST SCHEDULE, *contd.*

Helipad/Heliport Operator's Internal System Audits	<p>(c) The helipad/heliport operator must keep under review its safety management system and take such corrective action as is necessary to ensure that it operates properly.</p> <p>(a) The holder of helipad/heliport Certificate shall arrange for an audit of the safety management system, including inspection of the heliport facilities and equipment.</p> <p>(b) The audits referred to in paragraph (a) above shall be carried out over 12 months, or less, as agreed with the Authority.</p> <p>(c) The helipad/heliport operator shall ensure that the audit reports, including the report on the heliport facilities, services and equipment, are prepared by suitably qualified safety personnel.</p> <p>(d) The helipad/heliport operator shall retain a copy of the report(s) referred to in paragraph (c) above for a period to be agreed with the Authority. The Authority may request a copy of the report(s) for its review and reference.</p> <p>(e) The report(s) referred to in paragraph (c) above must be prepared and signed by the persons who carried out the audits and inspections.</p>
Access to the heliport	<p>(a) The applicant for or holder of Helipad/Heliport Certificate shall allow access by authorised officers of the Authority to inspect and test the helipad/heliport facilities, services and equipment, inspect the helipad/heliport operator's documents and records.</p> <p>(b) The applicant for or holder of Helipad/Heliport Certificate shall co-operate in conducting the activities referred to in paragraph (a) above.</p>
Helipad/Heliport Inspection	The holder of Helipad/Heliport Certificate shall inspect the heliport daily and as circumstances require to ensure aviation safety.
Removal of obstructions from the Heliport surface	The holder of Helipad/Heliport Certificate shall remove from the heliport surface any vehicle or other obstruction that is likely to be hazardous to helicopter operation.
Control of Entry into restricted Area	The holder of an helipad/Heliport Certificate shall exercise control over entry into a restricted area.

Helipad/Heliport Data	The holder of an Helipad/Heliport Certificate shall determine and report heliport related aeronautical data in accordance with Manual of Aerodrome Standards.
Notifying and Reporting	An Helipad/Heliport Certificate holder shall adhere to the requirement to notify and report appropriately to the Authority, air traffic services provider, and pilots any condition that affect aviation safety, in accordance with the Requirements.
Physical characteristics	The holder of an Helipad/Heliport Certificate shall maintain the physical characteristics of the heliport in accordance with the Requirements.
Visual aids	The holder of an Helipad/Heliport Certificate shall provide visual aids at the heliport in accordance with the Requirements.
Maintenance of Helipad/Heliport Facilities	The holder of an Helipad/Heliport Certificate shall carry out preventive maintenance and repairs in accordance with the Requirements.
Protection of Navigational Aids	The holder of an Helipad/Heliport Certificate shall provide protection to navigational aids in accordance with Requirements.
Quality System	A quality system shall be established at every helipad/heliport in accordance with the Requirements.
Helipad/Heliport rescue and Fire Fighting	The operator of an helipad/heliport shall provide rescue and fire fighting services at the helipad/heliport in accordance with the Requirements.
Environmental Protection	An environmental protection programme shall be established and implemented at every helipad/heliport in accordance with the Requirements.
Helipad/Heliport Emergency Management System	The holder of a Helipad/Heliport Certificate shall establish an heliport emergency management system in accordance with the Requirements.
Public Protection and Helipad/Heliport Security	The holder of an Helipad/Heliport Certificate shall ensure public protection and heliport security in accordance with the existing laws and regulations.
Aeronautical Studies	The applicant for or holder of an Helipad/Heliport Certificate shall carry out aeronautical studies where necessary in accordance with the Requirements.