

PART III

AERODROME MANUAL

Preparation and Location of Aerodrome Manual

17. (1) An aerodrome operator shall have an Aerodrome Manual in a form set out at regulation 19.

Requirement to have an Aerodrome Manual

(2) The aerodrome operator shall give the Authority a printed copy of his Aerodrome Manual and keep a printed copy of his Aerodrome Manual at his principal place of business and at the aerodrome.

(3) The aerodrome operator shall make the copy of the Aerodrome Manual kept at his principal place of business and at the aerodrome available to authorized persons during normal business hours.

Information to be included in Aerodrome Manual

18. (1) An Aerodrome Manual under regulation 17 shall include the following information applicable to the aerodrome:

Contents of Aerodrome Manual

- (a) a general section;
- (b) the particulars of the aerodrome—
 - (i) site;
 - (ii) required to be reported to the Authority;
 - (iii) operating procedures and safety measures; and
 - (iv) administration and safety management system as prescribed in Schedule 1; and
- (c) any other matter which the Authority deems necessary in the interest of safety.

Schedule 1

(2) Where particular information referred to in subregulation (1), is not included in the manual because it is not applicable to the aerodrome, an Aerodrome Manual shall contain—

- (a) a statement to the effect that the information is not applicable; and
- (b) the reasons why it is not applicable.

(3) Where an exemption has been granted by the Authority, under regulation 60, in relation to the aerodrome, an Aerodrome Manual shall contain—

- (a) any identifying number given to the exemption by the Authority;
- (b) the date on which the exemption came into effect; and
- (c) any condition subject to which the exemption is granted.

Form of Aerodrome Manual

Required
form for
Aerodrome
Manual

19. (1) An Aerodrome Manual under this Part shall—

- (a) be typewritten or printed and signed by the aerodrome operator;
- (b) include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
- (c) be in a form that is easy to revise and contain a system which allows personnel to determine the current revision status of each manual;
- (d) have a date of the last revision on each page concerned;
- (e) not be contrary to these Regulations; and
- (f) include a reference, where applicable, to the appropriate Civil Aviation Regulation.

(2) In addition to the matters set out in subregulation (1), the Aerodrome Manual referred to in subregulation (1), may be produced either—

- (a) in a series of parts;
- (b) as a series of volumes; or
- (c) as a single document.

Amendments of Aerodrome Manual

Amendment
to Aerodrome
Manual

20. (1) To maintain the accuracy of the Aerodrome Manual, an aerodrome operator shall amend the Aerodrome Manual for his aerodrome—

- (a) whenever it is necessary to do so; and
- (b) upon the written directions of the Authority, requiring him to amend his Aerodrome Manual.

(2) An aerodrome operator shall comply with any direction given to him under subregulation (1)(b).

(3) Where an aerodrome operator wishes to make an amendment to his Aerodrome Manual under subregulation (1) he shall submit the proposed amendment, in writing, to the Authority for its approval.

(4) Where the Director General is satisfied that the amendment to an Aerodrome Manual submitted under subregulation (3), will not establish procedures or equipment which will endanger aircraft, persons or the aerodrome he may recommend the Authority approve the amendment.

Aerodrome Operation and Maintenance

21. (1) An aerodrome operator shall—

- (a) ensure that his aerodrome is operated and maintained with a Reasonable degree of care and diligence;
- (b) ensure proper and efficient maintenance of the aerodrome facilities; and
- (c) co-ordinate with air traffic units in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome.

Aerodrome
operation
and
maintenance

(2) The co-ordination referred to in subregulation (1)(c) shall include other areas related to safety such as aeronautical information services, air traffic services, designated meteorological authorities and security.

(3) Subject to any directives which the Director General may issue from to time, an aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual.

(4) The Director General may issue written directives to an aerodrome operator to amend the procedures set out in the aerodrome manual, to ensure the safety of aircraft.

21A. (1) An aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.

(2) An aerodrome operator shall implement a programme to upgrade the competency of personnel referred to in subregulation (1).

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