



MEMORANDUM CIRCULAR NO.: 08-2020

TO : ALL CONCERNED

FROM : DIRECTOR GENERAL

**SUBJECT : AMENDMENT 1 TO PHILIPPINE CIVIL AVIATION
REGULATION GOVERNING AERODROMES (CAR-
AERODROMES), ISSUE 3**

REFERENCE:

1. Philippine Civil Aviation Regulation governing Aerodromes, Third Issue
2. Regulations Amendment Procedure
3. Board Resolution No. 2012-054 dated 28 September 2012

Pursuant to the powers vested in me under the Republic Act No. 9497, otherwise known as the Civil Aviation Authority Act of 2008 and in accordance with the Board Resolution No.: 2012-054 dated 28 September 2012, I hereby approve the incorporation of Amendment No. 1 to the Philippine Civil Aviation Regulation governing Aerodromes.

ORIGINAL REGULATIONS SUBJECT FOR REVIEW AND REVISION:

CIVIL AVIATION REGULATION GOVERNING AERODROMES, 3rd Issue

...

FOREWORD

...

This civil aviation regulation pertaining to aerodromes was developed to ensure that all aerodromes operating in the Republic of the Philippines meet the requirements of safety standards prescribed in ICAO Annex 14 (Aerodromes) and the CAAP Manual of Standards for Aerodromes (MOS-Aerodromes).

...

RECORD OF AMENDMENTS AND CORRIGENDA

| Amendments | | | |
|----------------------------|------------------------|---------------------|--------------------------|
| Number | Date applicable | Date entered | Entered by |
| Initial Issue | May 2008 | May 19, 2008 | LEANDRO R. MENDOZA |
| Second Issue | March 2011 | May 9, 2011 | RAMON S. GUTIERREZ |
| Third Issue | April 2017 | May 9, 2017 | CAPTAIN JIM C. SYDIONGCO |
| Third Issue Amendment 1 | March 2020 | April 2020 | CAPTAIN JIM C. SYDIONGCO |

TABLE OF CONTENTS

| | | |
|--------------------|--|--------------|
| | FOREWORD..... | i |
| | RECORD OF AMENDMENTS AND CORRIGENDA..... | iii |
| | LIST OF EFFECTIVE PAGES..... | iii |
| 2.2.200 | Aerodrome technical inspections..... Reserved..... | 2-24 2-24 |
| 2.2.205 | When aerodrome technical inspections must be conducted..... Reserved..... | 2-25 2-24 |
| 2.2.210 | Who may conduct aerodrome technical inspections..... Reserved..... | 2-25 2-24 |
| 2.2.226 | Accident and incident reporting..... Safety reporting system..... | 2-27 2-25 |
| Section 2.3 | REGISTERED AERODROMES..... | 2-298 |
| | AERODROME REGISTRATION TYPE 1..... | 2-28 |
| 2.3.005 | Definition for this Part..... Requirement for an Aerodrome Registration Type 1..... | 2-29 2-28 |
| 2.3.010 | Requirement to register an aerodrome..... Application for an Aerodrome Registration Type 1..... | 2-29 2-29 |
| 2.3.015 | Application to register an aerodrome..... Grant of Aerodrome Registration Type 1..... | 2-29 2-29 |
| 2.3.020 | Registration of Aerodromes..... Notice of refusal to grant Aerodrome Registration Type 1..... | 2-30 2-30 |
| 2.3.025 | Notice of refusal to register aerodrome..... Conditions of an Aerodrome Registration Type 1..... | 2-30 2-30 |
| 2.3.030 | CAAP Register of Aerodromes..... Duration of Aerodrome Registration Type 1..... | 2-31 2-30 |
| 2.3.035 | Duration of registration..... Suspension or cancellation by CAAP..... | 2-31 2-30 |
| 2.3.040 | Suspension or cancellation or registration by CAAP..... Cancellation at request by the holder..... | 2-31 2-31 |
| 2.3.045 | Cancellation of registration on request..... Return of Aerodrome Registration Type 1 if cancelled..... | 2-32 2-31 |
| 2.3.050 | Applicable standards for registered aerodromes..... Amendment of an Aerodrome Registration Type 1..... | 2-32 2-32 |
| 2.3.055 | Reporting Officer..... Continued validity of an Aerodrome Registration Type 1..... | 2-32 2-32 |
| 2.3.060 | Notice of changes in physical condition of aerodrome..... Transfer of Aerodrome registration Type 1..... | 2-33 2-32 |
| | <i>Aerodrome Manual.....</i> | 2-33 |
| 2.3.065 | Notice of changes in information published in AIP..... Aerodrome Manual for Registration Type 1..... | 2-33 2-33 |
| | <i>Obligations of the aerodrome operator.....</i> | 2-33 |
| 2.3.066 | Obligations of the aerodrome operator for Registration Type 1..... | 2-33 |
| 2.3.070 | Safety inspection..... | 2-33 |
| 2.3.075 | Approval of persons to conduct aerodrome safety inspections..... Requirements for the Operation and maintenance of an Aerodrome | 2-34 2-34 |

| | | |
|--------------------|---|---------------|
| | Registration Type 1..... | |
| | <i>Wildlife Hazard Management</i> | 2-35 |
| 2.3.080 | Duration of approval..... | 2-34 |
| | <i>Wildlife Hazard Management Requirements for Registration Type 1</i> | 2-35 |
| | <i>Aerodrome Services</i> | 2-35 |
| 2.3.085 | Suspension or cancellation of approval by CAAP..... | 2-34 |
| | <i>Aerodrome Services of an Aerodrome Registration Type 1</i> | 2-35 |
| | AERODROME REGISTRATION TYPE 2..... | 2-36 |
| 2.3.090 | Definition for this Part..... | 2-36 |
| 2.3.095 | Requirement for Aerodrome Registration Type 2..... | 2-36 |
| 2.3.100 | Application to register an aerodrome Type 2..... | 2-36 |
| 2.3.105 | CAAP Actions on Aerodrome Registration Type 2..... | 2-37 |
| 2.3.110 | Notice of refusal for Aerodrome Registration Type 2..... | 2-37 |
| 2.3.115 | CAAP Registry of Aerodromes..... | 2-37 |
| 2.3.120 | Duration of Aerodrome Registration Type 2..... | 2-38 |
| 2.3.125 | Suspension or cancellation of Aerodrome Registration Type 2 by CAAP..... | 2-38 |
| 2.3.130 | Cancellation of Aerodrome Registration Type 2 on request..... | 2-38 |
| 2.3.135 | Applicable standards for Aerodrome Registration Type 2..... | 2-39 |
| 2.3.140 | Reporting Officer..... | 2-39 |
| 2.3.145 | Notice of changes in physical condition of aerodrome..... | 2-40 |
| 2.3.150 | Notice of changes in information published in AIP..... | 2-40 |
| 2.3.155 | Safety Inspection..... | 2-40 |
| 2.3.160 | Approval of persons to conduct aerodrome safety inspections..... | 2-41 |
| 2.3.165 | Duration of approval..... | 2-41 |
| 2.3.170 | Suspension or cancellation of approval by CAAP..... | 2-41 |
| 2.3.175 | Temporary Aerodrome Registration Type 2..... | 2-42 |
| 2.3.180 | Continued validity of an Aerodrome Registration Type 2..... | 2-42 |
| Section 2.4 | PERMIT TO OPERATE (PTO)..... | 2-3542 |
| 2.4.005 | Introduction..... | 2-3542 |
| 2.4.010 | Procedure for application for a Permit to Operate (PTO)..... | 2-3542 |
| 2.4.015 | CAAP grants a PTO to an applicant if..... | 2-3543 |
| 2.4.020 | Notice of refusal to grant PTO..... | 2-3643 |
| 2.4.025 | Conditions on Permit to Operate..... | 2-3643 |
| 2.4.030 | Duration of PTO..... | 2-3644 |
| 2.4.035 | Suspension or cancellation of PTO by CAAP..... | 2-3644 |
| 2.4.040 | Cancellation of PTO by request of the Holder of PTO..... | 2-3745 |
| 2.4.045 | Return of PTO if cancelled..... | 2-3745 |
| 2.4.050 | Temporary PTO..... | 2-3745 |
| 2.4.055 | Technical inspection and operating standards..... | 2-3845 |
| 2.4.060 | Continued validity of a PTO..... | 2-45 |
| Section 2.5 | OBSTACLES AND HAZARDS..... | 2-3845 |
| 2.5.005 | Monitoring of airspace..... | 2-3845 |
| 2.5.010 | Establishment of obstacle limitation surfaces..... | 2-3846 |
| 2.5.015 | Notice of obstacles..... | 2-3846 |
| 2.5.020 | Structures 150 meters or more above ground level..... | 2-3946 |
| 2.5.025 | Hazardous objects..... | 2-3946 |
| 2.5.030 | Lights which may endanger the safety of aircraft..... | 2-4047 |
| Section 2.6 | AERODROME RESCUE AND FIRE FIGHTING SERVICES... | 2-4047 |

| | | |
|--------------------|---|---------------|
| 2.6.005 | Aerodrome rescue and firefighting services..... | 2-4047 |
| 2.6.010 | Ground Servicing of Aircraft..... | 2-4048 |
| Section 2.7 | AERONAUTICAL STUDIES..... | 2-4148 |
| 2.7.005 | Purpose..... | 2-4148 |
| 2.7.010 | Applicability..... | 2-4149 |
| 2.7.015 | Definition..... | 2-4149 |
| 2.7.020 | Technical Analysis..... | 2-4149 |
| 2.7.025 | Approval of Deviations..... | 2-4249 |

PART 1

Section 1.1 REPEALING PROVISIONS

1.1.005 Civil Aviation Regulation Governing Aerodromes (CAR-Aerodromes) repeals:

A.O. No. 5, Series of 1967 – Civil Air Regulations governing Construction, Classification, and Rating of Aerodromes whether National, Provincial, Municipal or Private, except Aerodromes for use by Aircraft with Maximum Gross Weight no exceeding 12,500 Lbs. on VFR Conditions Part XIV;

A.O. No. AGA 14.02, Series of 1973 – Civil Air Regulations governing Aerodromes for Aircraft Operations under VFR Only; and

A.O. No. AGA 14.03, Series of 1973 – Civil Air Regulations governing Heliports;

any previous Administrative Orders, Circulars, Rules and Regulations which are inconsistent with the provision hereof;

Civil Aviation Regulation governing Aerodromes, May 2011; and

Civil Aviation Regulation governing Aerodromes, March 2017.

Section 1.3 AMENDMENT OF CAR-AERODROMES

1.3.005 Proposals for any addition to, deletion from or amendment of the CAR-Aerodromes shall be submitted to the Technical Working Group (TWG) on Aerodromes. After having reviewed the proposal, the TWG shall submit the proposal to the Regulations Review Committee. The Regulations Review Committee RRC consists of representatives from the shall be composed of the Director General, the Chiefs of Offices of the Flight Standards and Inspectorate Service (FSIS), the Aerodrome and Air Navigation Safety Oversight Office (AANSOO), Air Traffic Services (ATS), Air Navigation Service (ANS), Aerodrome Development and Management Service (ADMS), the International Civil Aviation Coordinating Staff (ICACS), Enforcement and Legal Service (ELS), and representative from State Safety Programme Office (SSPO), Office of the ICAO and External Relations and concerned Services and Directorates of the CAAP.

1.3.010 The Chairman of the Regulations Review Committee for Aerodromes shall be the Director General or his authorized representative and the Vice Chairman for

aerodromes and ANS related matters shall be the Chief of AANSOO. The Secretariat of the Regulations Review Committee on matters concerning aerodromes shall be the current Chief of the Regulatory Safety Standards Division of AANSOO.

1.3.015 ~~The function of the Regulations Review Committee for Aerodrome shall be to receive, review, assess any suggestions or requirements associated with the CAR Aerodromes, ensure public consultation about changes and recommend to the Director General for any addition, deletion or amendment of the CAR Aerodromes.~~

The Regulations Review Committee shall follow the procedures prescribed in the Regulations Amendment/ Revision Procedure (RAP) in deciding on the amendment or revision to or any other proposals associated with it. Once the amendment or revision is approved by the RRC and signed by the Director General, it shall be submitted, whenever required, to the CAAP Board of Directors, (BOD) for approval by referendum.

1.3.020 The Chairman of the Regulations Review Committee ~~for Aerodromes~~ shall convene the committee ~~at least twice per annum, and proceedings of the Committee shall be recorded formally by minute~~ during regular meetings or at the instance of the Chairman or Vice-Chairmen and follow the Internal Rules of Procedures prescribed in the RAP.

PART 2

Section 2.1 GENERAL

2.1.005 Scope of Philippine Civil Aviation Regulation governing Aerodromes (CAR-Aerodromes)

(+) CAR-Aerodromes specifies rules about aerodromes in regard to the following matters:

...

(b) registration of aerodromes and the requirements that apply to operators of registered Registration Type 1 and Type 2 aerodromes;

...

(e) obstacles and hazards at aerodromes;

(e) (f) matters dealing with obstacles and hazards in airspace; and

(f) (g) aerodrome rescue and firefighting services.

...

2.1.015 Definition for this Part

(a) In this regulation the terms listed below have the following meanings whenever they appear:

...

Aerodrome Certificate. – ~~The A certificate to operate an aerodrome~~ issued by the appropriate authority CAAP under applicable regulations for the operation of an international ~~the provisions of this CAR which authorizes a person to operate a specific aerodrome.~~

...

Aerodrome Registration Type 1 – is an authorization issued by CAAP to operators of an aerodrome open for public use in domestic operations with an annual aircraft movement above 5,000 and annual passenger movement above 300,000.

Aerodrome Registration Type 2 – is an authorization issued by CAAP to operators of:

- a) an aerodrome open for public or private use in domestic operations with an annual aircraft movement of 5,000 and below, or annual passenger movement of 300,000 and below; or
- b) a heliport using aircraft with 10 or more passenger seats; or
- c) an aerodrome not covered by the PTO requirements.

...

Certified aerodrome. – An aerodrome ~~whose operator~~ with international air transport operations whose operator has been granted an aerodrome certificate.

...

Permit to Operate —~~Means~~ is an authorization issued by CAAP to operators of airstrips and/or heliports conducting air transport operations or private operations including utility operations using aircraft with less than 10 passenger seats.

...

2.1.025 Exemptions

(+) CAAP may, in writing, exempt an aerodrome operator from compliance with the specified provisions of this regulation or specified standards set out in the Manual of Standards for Aerodromes.

...

- (e) After getting written approval for sub-regulation 2.1.025 (d) from CAAP, the aerodrome operator shall report to AIS for publication in the AIP.

2.1.030 Aerodrome operators to collect statistics if directed

(1) If CAAP considers it necessary in the interests of the safety, efficiency and regularity of air navigation, CAAP may, in writing, give directions to an aerodrome operator about collecting:

(a) statistics including, but not limited to:

- (i) the types of aircraft using the aerodrome; ~~and~~

(ii) the times of aircraft movements at the aerodrome; and

...

(2) An aerodrome operator must comply with a direction given by CAAP under sub-regulation 2.1.030 (1).

Section 2.2 CERTIFIED AERODROMES

Aerodrome Certificate

2.2.005 Requirement for an Aerodrome Certificate

(1) An aerodrome shall only be operated by a person who holds a valid certificate issued by CAAP for that aerodrome if it is used for:

~~(a) any international air transportation operation; or~~

~~(b) any national air transportation operation that is conducted using aircraft certified for more than 30 passenger seats.~~

~~(2) Any aerodrome open to public use and which has a published instrument approach procedure shall only be operated by a person who holds a valid certificate issued by CAAP for that aerodrome, unless the aerodrome has been registered, or by CAAP in accordance with the provisions of Section 2.3.~~

~~If an aerodrome operator plans to have an international air transport operations, the operator must apply for an aerodrome certificate.~~

~~*Note: A person must not operate on aerodrome that is available for public use and has a published non precision or precision instrument approach procedure if the aerodrome is not a certified aerodrome or a registered aerodrome.*~~

~~(3) Any heliport or airstrip open to public and private use shall only be operated by a person who holds a valid certificate issued by CAAP for that aerodrome, unless the aerodrome has been issued a Permit to Operate (PTO) by CAAP in accordance with the provisions of Section 2.4.~~

2.2.010 Application for an Aerodrome Certificate

(1) A person may apply to CAAP for an Aerodrome Certificate to authorize permit the person to operate an aerodrome at the place specified in the application.

(2) The application must be in the approved form.

~~*Note: A person who operates an aerodrome for which an Aerodrome Certificate is not required may apply for an Aerodrome Certificate.*~~

2.2.015 Grant of Aerodrome Certificate

...

(2) CAAP must grant an Aerodrome Certificate to an applicant under regulation 2.2.010 if:

...

(3) Initiating NOTAM for a new certified aerodrome:

The CAAP officer or inspector responsible for the certification process will prepare and forward to the NOTAM Office details setting out all the aerodrome information which will be included in AIP, including the date when the aerodrome will be certified.

2.2.020 Notice of refusal to grant Aerodrome Certificate

(4) If CAAP refuses to grant an Aerodrome Certificate to an applicant, CAAP must give the applicant written notice of the refusal, and the reasons for it, no later than 14 days after CAAP refuses to grant the certificate.

2.2.025 ~~Conditions of an Aerodrome Certificate~~ may be subject to conditions

...

(3) A condition shall be set out on the certificate or in the notice given to the applicant under sub-regulation 2.2.025 (2).

...

2.2.040 Cancellation at request by the holder

...

(2) CAAP must cancel the certificate on the date specified by the certificate holder for surrender of the certificate and arrange for:

(i) the cancellation to be notified in NOTAM; and

(ii) details of the certificate and any other information about the aerodrome to be removed from AIP.

2.2.045 Return of certificate if cancelled

(4) If CAAP cancels an Aerodrome Certificate, the person who was the certificate holder must return the aerodrome certificate to CAAP immediately.

...

2.2.055 Continued validity of an Aerodrome Certificate

(4) The continuing validity of an aerodrome certificate shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.2.015.

...

2.2.060 Provision and location of the Aerodrome Manual

...

(6) The operator must conduct periodic review of the aerodrome manual and make such amendments as may be necessary.

2.2.065 Information to be included in Aerodrome Manual

(4) For sub-regulation 2.2.060 (1), the Aerodrome Manual must include at least the details specified in the MOS-Aerodromes.

...

2.2.075 Amendments of Aerodrome Manual

...

(3) An operator shall comply with a direction given to the operator under sub-regulation 2.2.075 (2).

2.2.080 Notice of amendments

(4) The operator of a certified aerodrome must inform CAAP, in writing, of any amendment that the operator makes to the Aerodrome Manual for the aerodrome within 30 days after the amendment is made.

...

2.2.086 Aerodrome Manual procedures

(1) Subject to any directions issued under sub-regulation 2.2.086 (2), the operator of a certified aerodrome must operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual for the aerodrome.

...

(3) An operator must comply with a direction given to the operator under sub-regulation 2.2.086 (2).

2.2.087 Acceptance of aerodrome manual

(4) CAAP shall accept the aerodrome manual and any amendments thereto, provided the aerodrome manual meets the requirements of 2.2.060 to 2.2.086.

...

2.2.090 Compliance with aerodrome standards

(4) The aerodrome operator shall comply with Manual of Standards for Aerodromes specified in 2.1.020 and with any conditions endorsed in the certificate pursuant to regulations 2.2.025.

2.2.092 Aerodrome operator's internal safety audits and safety reporting

...

(2) The audits referred to in sub-regulation ~~2.2.092~~ (1) shall be carried out at least once every two (2) years or as agreed with CAAP.

...

(4) The aerodrome operator shall retain a copy of the report(s) referred to in sub-regulation ~~2.2.092~~ (3) for a period to be agreed with CAAP. CAAP may request a copy of the report(s) for its review and reference.

(5) The report(s) referred to in sub-regulation ~~2.2.092~~ (3) must be prepared and signed by the persons who carried out the audits and inspections.

2.2.093 Competence of operational and maintenance personnel

...

(2) The aerodrome operator shall employ only those persons possessing competency certification in accordance with regulation 2.2.115, Manual of Standards for Aerodromes, and relevant national requirements or any other government authority competency requirements for the personnel referred to in sub-regulation ~~2.2.093~~(1).

(3) The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in sub-regulation ~~2.2.093~~ (1).

2.2.094 Access to the aerodrome

...

(2) An aerodrome operator shall, at the request of the person referred to in sub-regulation ~~2.2.094~~ (1), allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose referred to in sub-regulation ~~2.2.094~~(1).

...

(4) The aerodrome operator shall cooperate in conducting the activities referred to in sub-regulation ~~2.2.094~~(1).

2.2.095 Notifying and reporting

...

(3) *Notification of changes to the aerodrome facilities, equipment and level of service planned in advance.* An aerodrome operator shall notify CAAP and AIS in writing at least 60 days before any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to effect the accuracy of the information contained in any AIS publication referred to in sub-regulation ~~2.2.095~~ (2).

(4) *Issues requiring immediate notification.* Subject to the requirements of **sub-regulation 2.2.095** (5), an aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:

...

(b) level of service: reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to **in sub-regulation 2.2.095** (2);

...

(5) *Immediate notification to pilots.* When it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to **in sub-regulation 2.2.095** (4) in accordance with that regulation, the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

...

2.2.097 Removal of obstructions from the aerodrome surface

(+) An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

2.2.098 Warning notices

(+) When low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

...

2.2.130 Notice of changes in information published in AIP

(+) To maintain accuracy of the information published in AIP relating to a certified aerodrome, the operator of the aerodrome must inform CAAP, in writing, in accordance with 2.2.095 (2) of any change required to that information.

2.2.135 Physical characteristics of movement area

(+) The operator of a certified aerodrome must ensure that the physical characteristics of the movement area comply with the standards set out in Manual of Standards for Aerodromes.

...

2.2.150 Wind direction indicators – general

(+) The operator of a certified aerodrome must, in accordance with the standards for wind direction indicators set out in the Manual of Standards for Aerodromes, install and maintain at least one wind direction indicator at the aerodrome.

2.2.155 Wind direction indicators – requirement for certain runways

...

(2) An aerodrome operator is not required to comply with ~~sub-regulation 2.2.155~~
(1) only if CAAP is satisfied that surface wind information shall be passed to the pilots of aircraft approaching the runway by:

...

2.2.160 Visual Approach Slope Indicator system

...

(2) CAAP may direct the operator to provide an approved visual approach slope indicator system for the approach end or ends of a runway to which ~~sub-regulation 2.2.160~~ (1) does not apply, if CAAP considers it necessary in the interest of the safety of aircraft.

(3) The operator must comply with a direction given by CAAP under ~~sub-regulation 2.2.160~~ (2).

2.2.165 Lighting of movement area

(1) If a certified aerodrome is available for an aircraft to land or take-off at night or in less than Visual Meteorological Condition (VMC) during the day, the operator of the aerodrome must provide and maintain a lighting system for the movement area of the aerodrome that is in accordance with ~~sub-regulations 2.2.165~~(2) and (3).

...

2.2.170 Checking of lighting systems

(1) The operator of a certified aerodrome must not put a new lighting system of a kind mentioned in ~~sub-regulation 2.2.170~~(3) into service at the aerodrome unless both of the following requirements are met;

...

2.2.176 Emergencies in Difficult Environment

~~(4)~~ For emergencies in difficult environment, the Aerodrome Emergency Plan in 2.2.175 shall include the ready availability and coordination with appropriate specialist agencies rescue services who are able to respond to emergencies where an aerodrome is located close to water and/or swampy areas and where a significant portion of approach or departure operations takes place over those these areas.

...

2.2.195 ~~Conduct of~~ When aerodrome serviceability inspections must be conducted

~~(4)~~ The operator of a certified aerodrome must conduct an aerodrome serviceability inspection:

...

2.2.200 ~~Reserved~~ Aerodrome technical inspections

~~(1) An aerodrome technical inspection is an inspection of aerodrome facilities and equipment for an aerodrome to ensure that any deterioration that could make a~~

facility unsafe for aircraft operations is detected.

~~(2) The inspection must include the following:~~

~~(a) an instrument survey of the approach, take-off and transitional surfaces;~~

~~(b) an inspection and testing of the aerodrome lighting and electrical reticulation systems, including the visual approach slope indicator;~~

~~(c) an electrical testing of any earthing points at the aerodrome;~~

~~(d) an inspection and assessment of the movement area pavements and drainage;~~

~~(e) an inspection of signs on the movement area;~~

~~(f) an inspection of facilities at the aerodrome used for any of the following:~~

~~(i) aerodrome emergencies;~~

~~(ii) the handling of hazardous materials;~~

~~(i) bird and animal hazard management;~~

~~(ii) stand-by and emergency aerodrome lighting;~~

~~(g) an inspection of airside vehicle control arrangements (if any), including training arrangements;~~

~~(h) a check of the currency and accuracy of:~~

~~(i) aerodrome information published in AIP; and~~

~~(ii) aerodrome operating procedures specified in the Aerodrome Manual for the aerodrome;~~

~~(3) The inspection must comply with all applicable standards for aerodrome technical inspections set out in Manual of Standards for Aerodromes.~~

2.2.205 ~~Reserved~~ Conduct of aerodrome technical inspections

~~(1) The operator of a certified aerodrome must conduct an aerodrome technical inspection at intervals of not more than 12 months; or~~

~~(2) If the operator has elected to have a part or parts of the inspection conducted at different times under sub-regulation (3), each part of the aerodrome shall be inspected at intervals of not more than 12 months.~~

~~(3) The operator may elect to have a part or parts of an aerodrome technical inspection conducted at different times from the other parts.~~

~~(4) If it appears from an aerodrome serviceability inspection that a particular facility at the aerodrome requires an aerodrome technical inspection, the operator must~~

ensure that the necessary technical inspection of the facility is conducted as soon as practicable.

(5) The operator of a certified aerodrome must:

- (a) keep records of each technical inspection or each part of an inspection; and
- (b) retain each record for at least three 3 years after the inspection to which the record relates was conducted.

2.2.210 **Reserved Who may conduct aerodrome technical inspections**

(1) The operator of a certified aerodrome must ensure that a person or persons with appropriate technical qualifications and experience conducts an aerodrome technical inspection.

(2) In particular:

- (a) the movement area, other pavements and drainage must be inspected by a person who has a recognized degree, diploma or certificate in civil engineering or appropriate technical experience; and
- (b) the lighting and electrical facilities must be inspected by a person who has a recognized degree, diploma or certificate in electrical engineering or a licensed electrician; and
- (c) the obstacle limitation surfaces must be inspected by a person who:
 - (i) is technically qualified or experienced in surveying; and
 - (ii) has a sound knowledge and understanding of the standards and survey procedures for obstacle limitation surfaces.

...

2.2.225 **Safety Management System**

(1) The operator of a certified aerodrome must ensure that the aerodrome has an acceptable aerodrome Safety Management System that complies with the standards set out in the Manual of Standards for Aerodromes.

(2) The aerodrome operator shall implement a safety management system acceptable to CAAP. The safety management system shall clearly define lines of safety accountability, including a direct accountability for safety on the part of senior management. As a minimum the system shall:

- (i) identify safety hazards;
- (ii) ensure that remedial action necessary to maintain an acceptable level of safety is implemented;

~~(iii) provide for continuous monitoring and regular assessment of the safety level achieved; and~~

~~(iv) aim to make continuous improvement to the overall level of safety.~~

~~(3) The aerodrome operator shall oblige all the users of the aerodrome including fixed base operators, ground handling agencies, and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling to:~~

~~(a) comply with the requirements laid down by the aerodrome operator with regard to safety and order at the aerodrome, and shall monitor such compliance; and~~

~~(b) cooperate in the program to promote safety and order at, and the safe use of, the aerodrome by immediately informing it of the accidents, incidents, defects and faults which have a bearing on safety.~~

(1) The applicant for, or the holder of, an aerodrome certificate shall establish and maintain a Safety Management System (SMS).

(2) The safety management system shall include, among others, the following components:

(a) a safety management implementation plan that includes

(i) a safety policy on which the system is based that the accountable executive has approved and communicated to all employees, and

(ii) a clearly defined lines of responsibility and accountability, including a direct accountability for safety on the part of senior management;

(b) a process for identifying hazards to aviation safety, analysis, assessment and control of the safety risks associated with identified hazards;

(c) a process for the internal reporting and analyzing of hazards, incidents and accidents and for taking corrective actions to prevent their recurrence;

(d) a document containing all safety management system processes;

(e) a process for conducting periodic reviews or audits of the safety management system;

(f) a process for ensuring that personnel are trained and competent to perform their SMS duties.

(3) The aerodrome operator referred to in paragraph (1) shall:

(a) ensure that the safety management system of the aerodrome addresses the coordination and interface with the safety procedures of other organizations operating or providing services at the aerodrome; and

(b) ensure that such organizations have safety procedures in place to comply with the applicable requirements of this regulation and the requirements laid down in the aerodrome manual.

(4) The operator of an aerodrome referred to in paragraph (1) must ensure that the aerodrome has a safety management system that complies with the standards set out in the Manual of Standards for Aerodromes.

2.2.226 **Safety reporting system ~~Accident and incident reporting~~**

~~(1) The operator of a certified aerodrome must ensure that occurrences or defects detected, failures or malfunctions at the aerodrome, its components or equipment, which could jeopardize the safe operation of the aerodrome or cause it to become a danger to persons or property are reported to CAAP in accordance with Manual of Standards for Aerodromes.~~

(1) The aerodrome operator shall establish and implement a safety reporting system, in order to promote safety at, and the safe use of, the aerodrome.

(2) The aerodrome operator, shall:

(a) require that the personnel and organizations use the safety reporting system for the mandatory reporting of any accident, serious incident, incident and serious injury, and

(b) ensure that the safety reporting system may be used for the voluntary reporting of any defect, fault and safety hazard which could impact safety.

(3) The safety reporting system shall, protect the identity of the reporter, encourage voluntary reporting and assurance confidentiality of reporting.

(4) The aerodrome operator shall:

(a) record all reports submitted;

(b) analyze and assess the reports, as appropriate, in order to address safety deficiencies and identify trends;

(c) ensure that all organizations operating or providing services at the aerodrome which are relevant to the safety concern, participate in the analysis of such reports and that any corrective and/or preventive measures identified are implemented;

(d) conduct investigations of reports, as appropriate, and

(e) refrain from attribution of blame.

(5) The aerodrome operator shall report to the CAAP, any accident, serious incident, incident and serious injury.

(6) The reports referred to in paragraph (5) shall be made in a form and manner established by the CAAP and contain all pertinent information about the condition known to the aerodrome operator.

(7) Reports shall be made as soon as practicable, but in any case, within 48 hours of the aerodrome operator identifying the condition to which the report relates, unless exceptional circumstances prevent this.

Note: - These do not override the requirements in PCAR Part 13 — Accident and Incident Reporting and Investigation, concerning the mandatory reporting of certain types of accidents/serious incidents and the responsibilities of the various parties involved.

...

2.2.230 Bird/wildlife strike control programme

...

(3) The aerodrome operator and relevant organizations within the vicinity of the aerodrome must give due consideration to aviation safety concerns related to land developments in the vicinity of the aerodrome that may attract wildlife.

...

2.2.240 Runway Pavement Overlays

(4) Where the runway is to be returned temporarily to an operational status before resurfacing is complete, the aerodrome operator must ensure that specifications for pavement overlays in accordance with Manual of Standards for Aerodromes are implemented

2.2.245 Visual Aids Maintenance

(4) The aerodrome operator must have a system of preventive maintenance of visual aids to ensure reliability of all lights, lighting systems and markings in accordance with the specifications in the Manual of Standards for Aerodromes.

2.2.250 Apron Management Service

(4) When warranted by the volume of traffic and operating conditions, an appropriate apron management service in accordance with Manual of Standards for Aerodromes shall be provided on an apron by an aerodrome ATS unit, by another aerodrome operating authority, or by a cooperative combination of these, in order to:

...

2.2.255 Aerodrome Vehicle Operations

(4) To prevent unauthorized entry into the movement area, and to maintain safe and orderly movement of vehicle and drivers on the airside, aerodrome operators must have arrangements for controlling airside access and airside vehicle control in accordance with Manual of Standards for Aerodromes.

...

AERODROME REGISTRATION TYPE 1

2.3.005 Requirement for an Aerodrome Registration Type 1

An aerodrome shall only be operated by a person who holds a valid Aerodrome Registration Type 1 issued by CAAP for that aerodrome if it is open for public use in domestic operations with an annual aircraft movement above 5,000 and annual passenger movement above 300,000.

2.3.010 Application for an Aerodrome Registration Type 1

(1) A person may apply to CAAP for an Aerodrome Registration Type 1 to authorize the person to operate an aerodrome at the place specified in the application.

(2) The application must be in the approved form.

2.3.015 Grant of Aerodrome Registration Type 1

(1) Types of Aerodrome Registration Type 1

(a) temporary or interim Aerodrome Registration Type 1

(b) final or permanent Aerodrome Registration Type 1

(2) CAAP must grant an Aerodrome Registration Type 1 to an applicant under 2.3.010 if:

(a) the aerodrome's facilities, services and equipment are in accordance with the standards specified in the Manual of Standards for Aerodromes;

(b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;

(c) an acceptable Aerodrome Manual has been prepared for the aerodrome in accordance with section 2.3.150;

(d) the applicant would, if the registration is granted, be able properly to operate and maintain the aerodrome including the necessary competence and experience;

(e) an acceptable aerodrome safety management system in accordance with 2.2.225;

(f) a safety reporting system in accordance with 2.2.226;

(g) conducted a full-scale emergency exercise as part of the aerodrome operator's Airport Emergency Plan (AEP).

(3) Initiating NOTAM for a new Aerodrome Registration Type 1

The CAAP officer or inspector responsible for the Aerodrome-Registration Type 1 process will prepare and forward to the NOTAM Office details setting out all the aerodrome information which will be included in AIP, including the date when the aerodrome will be Registered Type 1.

2.3.020 Notice of refusal to grant Aerodrome Registration Type 1

If CAAP refuses to grant an Aerodrome Registration Type 1 to an applicant, CAAP must give the applicant written notice of the refusal, and the reasons for it, no later than 14 days after CAAP refuses to grant the Registration Type 1.

2.3.025 Conditions of an Aerodrome Registration Type 1

(1) CAAP may grant an Aerodrome Registration Type 1 subject to any condition that CAAP considers necessary in the interests of the safety of air navigation.

(2) If CAAP decides to grant an Aerodrome Registration Type 1 subject to a condition, CAAP must give the applicant a written notice of the reason(s) for the decision.

(3) A condition shall be set out on the Aerodrome Registration Type 1 or in the notice given to the applicant under 2.3.025 (2).

(4) An aerodrome operator must not contravene a condition of the Aerodrome Registration Type 1 issued by CAAP.

2.3.030 Duration of Aerodrome Registration Type 1

(1) A Temporary or Interim Aerodrome Registration Type 1 is valid for a period of six (6) months unless it is extended or cancelled for a cause by the Director General.

(2) Aerodrome Registration Type 1 to be issued after the interim or temporary Aerodrome Registration Type 1 shall remain in force unless it is cancelled, except it is not in force during any period when it is suspended.

2.3.035 Suspension or cancellation by CAAP

(1) CAAP may, by written notice given to the holder of an Aerodrome Registration Type 1, suspend or cancel the registration if there are reasonable grounds for believing that:

(a) a condition to which the Aerodrome Registration Type 1 is subject has been

breached, or

(b) the aerodrome facilities, operations or maintenance are not of the standard necessary for the interests of the safety of air navigation; or

(c) the holder has contravened a condition attached to the Aerodrome Registration Type 1.

(2) Before cancelling an Aerodrome Registration Type 1, CAAP must:

(a) give to the holder a show cause notice in writing that:

(i) sets out the facts and circumstances that, in the opinion of CAAP, would justify the cancellation; and

(ii) invite the holder to show cause, in writing, within 30 days after the date of the notice, why the Aerodrome Registration Type 1 should not be cancelled; and

(b) take into account any written submissions that the holder makes to CAAP within the time allowed under sub-paragraph (a) (ii).

(3) CAAP must cancel the Aerodrome Registration Type 1 on the date specified in the notice and arrange for:

(a) the cancellation to be notified in NOTAM; and

(b) details of the Aerodrome Registration Type 1 and any other information about the aerodrome to be removed from AIP.

2.3.040 Cancellation at request by the holder

(1) If the holder of an Aerodrome Registration Type 1 wishes to surrender the Aerodrome Registration Type 1, the holder must give not less than 60 days written notice to CAAP of the date on which the holder will surrender the registration.

(2) CAAP must cancel the Aerodrome Registration Type 1 on the date specified by the registration holder for surrender of the registration and arrange for:

(a) the cancellation to be notified in NOTAM; and

(b) details of the registration and any other information about the aerodrome to be removed from AIP.

2.3.045 Return of Aerodrome Registration Type 1 if cancelled

If CAAP cancels an Aerodrome Registration Type 1, the person who was the Aerodrome Registration Type 1 holder must return the aerodrome Registration Type 1 to CAAP immediately.

2.3.050 Amendment of an Aerodrome Registration Type 1

(1) CAAP may, provided that the requirements of 2.3.010, 2.3.015 and 2.2.080 are met, amend an aerodrome registration where:

(a) there is a change in the use or operation of the aerodrome;

(b) there is a change in the boundaries of the aerodrome; or

(c) the holder of the Aerodrome Registration Type 1 requests the amendment.

(2) In case of change in ownership or management of the aerodrome, the new aerodrome operator or manager shall apply for a transfer of the Aerodrome Registration Type 1 in accordance with 2.3.060.

(3) If the aerodrome operator requests an amendment to the Aerodrome Registration Type 1, such request shall be accompanied by:

(a) a detailed account of the proposed amendment including the reasons for the amendment;

(b) an assessment of the safety risks associated with any change in use or operation of the aerodrome including, where appropriate, the findings of any aeronautical study undertaken by or on behalf of the aerodrome operator; and

(c) particulars of any consequential changes to the AIP, aerodrome manual, aerodrome emergency plan and other associated manuals.

(4) CAAP may amend an Aerodrome Registration Type 1 so as to restrict or prohibit specific operations at the aerodrome if the aerodrome operator breaches the conditions of the type of use endorsed by the Aerodrome Registration Type 1. CAAP shall provide written notice of intention to amend an Aerodrome Registration Type 1 stating the reasons for the proposed amendment.

2.3.055 Continued validity of an Aerodrome Registration Type 1

The continuing validity of an Aerodrome Registration Type 1 shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.3.015.

2.3.060 Transfer of an Aerodrome Registration Type 1

CAAP may give its consent to, and issue an instrument of transfer of an aerodrome Registration Type 1 to a transferee where:

(a) the current holder of the aerodrome Registration Type 1 notifies CAAP in writing at least 90 days before ceasing to operate the aerodrome that, the current holder will cease to operate the aerodrome as of the date specified in the notice;

(b) the current holder of the aerodrome Registration Type 1 notifies CAAP in writing, the name of the transferee;

(c) the transferee applies in writing to CAAP within 60 days before the current holder of the Aerodrome Registration Type 1 cease to operate the aerodrome, for the Aerodrome Registration Type 1 to be transferred to the transferee; and

(d) the requirements of 2.3.010 and 2.3.015 are met.

Aerodrome Manual

2.3.065 Aerodrome Manual for Registration Type 1

The requirements for Aerodrome Manual shall be in accordance with the provisions of 2.2060 to 2.2.087 for the following:

- (1) Provision and location of the Aerodrome Manual
- (2) Information to be included in Aerodrome Manual
- (3) Form of Aerodrome Manual
- (4) Amendments of Aerodrome Manual
- (5) Notice of amendments
- (6) Aerodrome Manual controller
- (7) Aerodrome Manual procedures
- (8) Acceptance of aerodrome manual

Obligations of the aerodrome operator

2.3.066 Obligations of the aerodrome operator for Registration Type 1

The requirements for Obligations of the aerodrome operator shall be in accordance with the provisions of 2.2090 to 2.2.098 for the following:

- (1) Compliance with aerodrome standards
- (2) Care and diligence in operation and maintenance
- (3) Aerodrome operator's internal safety audits and safety reporting
- (4) Competence of operational and maintenance personnel
- (5) Access to the aerodrome
- (6) Notifying and reporting
- (7) Special inspections
- (8) Removal of obstructions from the aerodrome surface
- (9) Warning notices

Operation and maintenance of an Aerodrome Registration Type 1

2.3.075 Requirements for the Operation and maintenance of an Aerodrome Registration Type 1

The requirements for Operation and maintenance of an Aerodrome Registration Type 1 shall be in accordance with the provisions of 2.2.105 to 2.2.226 for the following:

- (1) Reporting Officer
- (2) Works safety officer
- (3) Training of aerodrome personnel
- (4) Notice of deviation
- (5) Notice of changes in physical condition of aerodrome
- (6) Notice of changes in information published in AIP
- (7) Physical characteristics of movement area
- (8) Aerodrome markings
- (9) Signal area
- (10) Wind direction indicators – general
- (11) Wind direction indicators – requirement for certain runways
- (12) Visual Approach Slope Indicator system
- (13) Lighting of movement area
- (14) Checking of lighting systems
- (15) Aerodrome Emergency Plan
- (16) Emergencies in Difficult Environment
- (17) Aerodrome Emergency Committee
- (18) Testing of Aerodrome Emergency Plan
- (19) Aerodrome serviceability inspections
- (20) Conduct of aerodrome serviceability inspections
- (21) Unannounced Inspection
- (22) Planning and execution of aerodrome works

(23) Safety Management System

(24) Safety reporting system

Wildlife Hazard Management

2.3.080 Wildlife Hazard Management Requirements for Aerodrome Registration Type 1

The requirements for Wildlife Hazard Management for Aerodrome Registration Type 1 shall be in accordance with 2.2.230.

Aerodrome Services

2.3.085 Aerodrome Services of an Aerodrome Registration Type 1

The requirements for Aerodrome Services of an Aerodrome Registration Type 1 shall be in accordance with 2.2.235 to 2.2.255 as follows.

- (1) Aerodrome Maintenance Program
- (2) Runway Pavement Overlays
- (3) Visual Aids Maintenance
- (4) Apron Management Service
- (5) Aerodrome Vehicle Operations

AERODROME REGISTRATION TYPE 2

2.3.090 Definition for this Part

In this regulation the term listed below have the following meaning wherever they appear:

Aerodrome Registration Type 2. - Means the register established and maintained under 2.1.015.

2.3.095 Requirement for Aerodrome Registration Type 2

An aerodrome shall only be operated by a person who holds a valid Aerodrome Registration Type 2 issued by CAAP for that aerodrome if it is:

- (a) an aerodrome open for public or private use in domestic operations with an annual aircraft movement of 5,000 and below, or annual passenger movement of 300,000 and below; or
- (b) a heliport using aircraft with 10 or more passenger seats; or

(c) an aerodrome not covered by the PTO requirements.

2.3.100 Application to register an aerodrome Type 2

(1) A person may apply to CAAP for registration of an aerodrome Type 2.

(2) An application must be in the approved form and must be accompanied by:

(a) the information about the aerodrome required by Manual of Standards for Aerodromes, including a diagram of the aerodrome in accordance with Manual of Standards for Aerodromes; and

(b) a written statement, signed by a person approved under regulation 2.3.160, to the effect that:

(i) the person has conducted a safety inspection of the aerodrome; and

(ii) the aerodrome meets the applicable standards in accordance with 2.3.135 for registered aerodromes and is safe for operation; and

(c) the name or names of the person or persons who are to be the reporting officers for the aerodrome.

(3) Despite paragraph (2) (b), until a date nominated by CAAP, the statement mentioned in that paragraph may be given by a person who is not approved by CAAP under regulation 2.3.160 but is a person CAAP is satisfied meets the requirements of sub-regulation 2.3.075 (2).

2.3.105 CAAP Actions on Aerodrome Registration Type 2.

(1) CAAP must, if the operator of an aerodrome has applied for registration of the aerodrome in accordance with regulation 2.3.100 (2):

(a) register the aerodrome by entering the following information about the aerodrome in the Aerodrome Registry:

(i) the name of the aerodrome;

(ii) the details of the location of the aerodrome;

(iii) the name and address of the operator; and

(b) inform the operator, in writing, that the Aerodrome is Type 2 registered; and

(c) direct AIS to publish in AIP details of the Aerodrome registration Type 2 and the information about the aerodrome required by Manual of Standards for Aerodromes.

2.3.110 Notice of refusal for Aerodrome Registration Type 2

If CAAP refuses the Type 2 Registration, CAAP must give the aerodrome operator written notice of the refusal, and the reasons for it no later than 14 days after its refusal.

2.3.115 CAAP Registry of Aerodromes

(1) CAAP must establish and keep, in the approved form, a registry of Aerodrome Registration Type 2 under this regulation.

(2) CAAP must make the registry of Aerodrome Registration Type 2 available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions.

(3) CAAP may comply with sub-regulation (2) by making the information recorded in the registry accessible thru the internet.

(4) CAAP must alter the information recorded in the aerodrome registry if that information is not up to date or correct any error in the information.

2.3.120 Duration of Aerodrome Registration Type 2

The Aerodrome Registration Type 2 remains in force unless it is cancelled except that is not in force during any period in which it is suspended.

2.3.125 Suspension or cancellation of Aerodrome Registration Type 2 by CAAP

(1) CAAP may, by written notice given to the operator of an Aerodrome Registration Type 2, suspend or cancel it, if there are reasonable grounds for believing that:

(a) the aerodrome operator fails to meet any of the standards applicable to the aerodrome under 2.3.135, or

(b) the operator of the aerodrome has failed to comply with 2.1.025 (d), 2.3.140, 2.3.145 or 2.3.150.

(2) Before cancelling the Aerodrome Registration Type 2, CAAP must:

(a) give to the operator a show cause notice that:

(i) sets out the facts and circumstances that, in the opinion of CAAP, would justify the cancellation; and

(ii) invites the operator to show cause, in writing, within 30 days after the date of the notice, why the Aerodrome Registration Type 2 should not be cancelled; and

(b) take into account any written submission that the operator makes to

CAAP within the time allowed under subparagraph (a) (ii).

2.3.130 Cancellation of Aerodrome Registration Type 2 on request

(1) If the operator of an Aerodrome Registration Type 2 wishes it to be cancelled, the aerodrome operator must give CAAP at least 60 days written notice of the date on which the operator wishes it to be cancelled.

(2) CAAP must cancel the Aerodrome Registration Type 2 on the date specified in the notice and arrange for:

(a) the cancellation to be notified in NOTAM; and

(b) details of the Aerodrome Registration Type 2 and any other information to be removed from AIP.

2.3.135 Applicable standards for Aerodrome Registration Type 2

(1) The standards applicable to an Aerodrome Registration Type 2 are:

(a) the standards applicable to Aerodrome Registration Type 1 in relation to the following matters:

(i) physical characteristics of the movement area

(ii) obstacle limitation surfaces;

(iii) aerodrome markings;

(iv) lighting;

(v) wind direction indicators;

(vi) signal circle and ground signals;

(b) a safety risk management procedure includes, among others, the following:

(i) hazard identification,

(ii) risk assessment and control, and

(iii) creation and management of relevant risk management procedure documents, including, a risk register and records of any dedicated risk assessments performed to address aerodrome hazards affecting aircraft operations.

(c) a safety reporting system in accordance with the requirements in 2.2.226, and

(d) any other specifications set out in the Manual of Standards for Aerodromes that are applicable.

2.3.140 Reporting Officer

(1) The operator of an Aerodrome Registration Type 2 must appoint one or more Reporting Officers for the aerodrome.

(2) The functions of a Reporting Officer are:

(a) to monitor the serviceability of the aerodrome in accordance with Manual of Standards for Aerodromes; and

(b) to report to the AIS and air traffic control any changes in conditions, or any other occurrences at the aerodrome that must be reported under regulation 2.3.145.

(3) The operator must not appoint a person as a Reporting Officer if the person has not been trained, in accordance with Manual of Standards for Aerodromes, to perform the Reporting Officer's functions.

2.3.145 Notice of changes in physical condition of aerodrome

(1) The operator of an Aerodrome Registration Type 2 must, in accordance with the Manual of Standards for Aerodromes, give notice to the AIS of:

(a) any temporary or permanent change in the physical condition of the aerodrome that may affect the safety of aircraft; or

(b) any other occurrences relating to the operation or maintenance of the aerodrome that may affect the safety of aircraft.

(2) If the aerodrome is a controlled aerodrome, the notice must also be given to air traffic control.

2.3.150 Notice of changes in information published in AIP

To maintain the accuracy of the information published in AIP in relation to an Aerodrome Registration Type 2, the aerodrome operator must inform AIS, in writing, as soon as practicable of any change required to that information (other than a change that is published in a NOTAM).

2.3.155 Safety inspections

(1) The operator of an Aerodrome Registration Type 2 must arrange for a safety inspection of the aerodrome to be conducted at least once each year, if the aerodrome is used by aircraft with a passenger seating capacity of 10 or more seats;

(2) The safety inspection must be conducted by a person approved under regulation 2.3.160.

(3) The approved person must give the operator a written report that:

(a) deals with the matters set out in Manual of Standards for Aerodromes; and

(b) specifies any remedial work that is necessary for the aerodrome to comply with the applicable standards.

(4) Within 30 days after receiving the report, the operator must give to CAAP:

(a) a copy of the report; and

(b) if the report specifies any remedial work as being necessary, a statement as to when and how the operator will do the remedial work.

(5) Despite 2.3.155 (2), until otherwise notified by CAAP, a person or persons with appropriate qualifications and experience may conduct the safety inspection.

2.3.160 Approval of persons to conduct aerodrome safety inspections

(1) A person may apply to CAAP for approval to conduct aerodrome safety inspections for this Subpart.

(2) CAAP must approve the person if the person has:

(a) a recognized degree, diploma or certificate in civil engineering, surveying or a related field and a sound knowledge of the parts of these Regulations and the standards, practices and procedures that are applicable to the operation and maintenance of aerodromes; or

(b) other qualifications, knowledge and experience that CAAP considers suitable for conducting an aerodrome safety inspection; and

(c) the capability, if the approval is given, to perform properly the aerodrome safety inspection function.

2.3.165 Duration of approval

An approval under regulation 2.3.160 remains in force until it is cancelled, except it is not in force during any period when it is suspended.

2.3.170 Suspension or cancellation of approval by CAAP

(1) CAAP may suspend or cancel an approval of a person under regulation 2.3.160 by written notice to the person, if the person has not properly carried out, or is no longer properly carrying out, the aerodrome safety inspection function.

(2) Before cancelling the approval, CAAP must:

(a) give the person written notice:

(i) stating the reasons that, in the opinion of CAAP, would justify the

cancellation; and

(ii) advising the person that he or she may, within 30 days after the date of the notice, give CAAP written reasons why the approval should not be cancelled; and

(b) take into account any written reason(s) given by the person within the time allowed under subparagraph (a) (ii).

2.3.175 Temporary Aerodrome Registration Type 2

(1) CAAP may issue a temporary Aerodrome Registration Type 2 to an applicant if CAAP is satisfied that the applicant will be able to properly operate and maintain the aerodrome for the duration of the temporary Aerodrome Registration Type 2.

(2) A temporary Aerodrome Registration Type 2 must not be issued for a period longer than six (6) months subject to conditions set by the Director General.

2.3.180 Continued validity of an Aerodrome Registration Type 2

The continuing validity of an aerodrome registration shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.3.135.

Section 2.4 PERMIT TO OPERATE (PTO)

2.4.005 Introduction

~~(1) Operators of airstrips and/or heliports conducting air transport operations or private operations using aircraft with 9 or less than 10 passenger seats are required to secure Permit to Operate.~~

(1) A Permit to Operate is required to be secured by operators of airstrips and/or heliports conducting air transport operations or private operations including utility operations using aircraft with less than 10 passenger seats.

(2) The Permit to Operate for aerodromes and heliports is granted as privilege by the Director General, CAAP operators of aerodrome and heliport who meet the minimum standards and requirements in 2.4.015 and 2.4.055.

...

2.4.060 Continued validity of a PTO

The continuing validity of an aerodrome PTO shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.4.015.

--- END ---

AMENDED REGULATION AFTER REVISION:

CIVIL AVIATION REGULATION GOVERNING AERODROMES, 3rd Issue

...

FOREWORD

...

This civil aviation regulation pertaining to aerodromes was developed to ensure that all aerodromes operating in the Republic of the Philippines meet with the requirements of safety standards prescribed in ICAO Annex 14 (Aerodromes) and the CAAP Manual of Standards for Aerodromes (MOS-Aerodromes).

...

RECORD OF AMENDMENTS AND CORRIGENDA

| Amendments | | | |
|-------------------------|------------------------|---------------------|--------------------------|
| Number | Date applicable | Date entered | Entered by |
| Initial Issue | May 2008 | May 19, 2008 | LEANDRO R. MENDOZA |
| Second Issue | March 2011 | May 9, 2011 | RAMON S. GUTIERREZ |
| Third Issue | April 2017 | May 9, 2017 | CAPTAIN JIM C. SYDIONGCO |
| Third Issue Amendment 1 | March 2020 | April 2020 | CAPTAIN JIM C. SYDIONGCO |

...

TABLE OF CONTENTS

| | | |
|--------------------|---|-------------|
| | FOREWORD..... | i |
| | RECORD OF AMENDMENTS AND CORRIGENDA..... | ii |
| | LIST OF EFFECTIVE PAGES..... | iii |
| 2.2.200 | Reserved..... | 2-24 |
| 2.2.205 | Reserved..... | 2-24 |
| 2.2.210 | Reserved..... | 2-24 |
| 2.2.226 | Safety reporting system..... | 2-25 |
| Section 2.3 | REGISTERED AERODROMES..... | 2-28 |
| | AERODROME REGISTRATION TYPE 1..... | 2-28 |
| 2.3.005 | Requirement for an Aerodrome Registration Type 1..... | 2-28 |
| 2.3.010 | Application for an Aerodrome Registration Type 1..... | 2-29 |

| | | |
|--------------------|---|-------------|
| 2.3.015 | Grant of Aerodrome Registration Type 1..... | 2-29 |
| 2.3.020 | Notice of refusal to grant Aerodrome Registration Type 1..... | 2-30 |
| 2.3.025 | Conditions of an Aerodrome Registration Type 1..... | 2-30 |
| 2.3.030 | Duration of Aerodrome Registration Type 1..... | 2-30 |
| 2.3.035 | Suspension or cancellation by CAAP..... | 2-30 |
| 2.3.040 | Cancellation at request by the holder..... | 2-31 |
| 2.3.045 | Return of Aerodrome Registration Type 1 if cancelled..... | 2-31 |
| 2.3.050 | Amendment of an Aerodrome Registration Type 1..... | 2-32 |
| 2.3.055 | Continued validity of an Aerodrome Registration Type 1..... | 2-32 |
| 2.3.060 | Transfer of Aerodrome registration Type 1..... | 2-32 |
| | <i>Aerodrome Manual</i> | 2-33 |
| 2.3.065 | Aerodrome Manual for Registration Type 1..... | 2-33 |
| | <i>Obligations of the aerodrome operator</i> | 2-33 |
| 2.3.066 | Obligations of the aerodrome operator for Registration Type 1..... | 2-33 |
| 2.3.075 | Requirements for the Operation and maintenance of an Aerodrome Registration Type 1..... | 2-34 |
| | <i>Wildlife Hazard Management</i> | 2-35 |
| 2.3.080 | <i>Wildlife Hazard Management Requirements for Registration Type 1</i> <i>Aerodrome Services</i> | 2-35 |
| | <i>Aerodrome Services of an Aerodrome Registration Type 1</i> | 2-35 |
| | AERODROME REGISTRATION TYPE 2..... | 2-36 |
| 2.3.090 | Definition for this Part..... | 2-36 |
| 2.3.095 | Requirement for Aerodrome Registration Type 2..... | 2-36 |
| 2.3.100 | Application to register an aerodrome Type 2..... | 2-36 |
| 2.3.105 | CAAP Actions on Aerodrome Registration Type 2..... | 2-37 |
| 2.3.110 | Notice of refusal for Aerodrome Registration Type 2..... | 2-37 |
| 2.3.115 | CAAP Registry of Aerodromes..... | 2-37 |
| 2.3.120 | Duration of Aerodrome Registration Type 2..... | 2-38 |
| 2.3.125 | Suspension or cancellation of Aerodrome Registration Type 2 by CAAP..... | 2-38 |
| 2.3.130 | Cancellation of Aerodrome Registration Type 2 on request..... | 2-38 |
| 2.3.135 | Applicable standards for Aerodrome Registration Type 2..... | 2-39 |
| 2.3.140 | Reporting Officer..... | 2-39 |
| 2.3.145 | Notice of changes in physical condition of aerodrome..... | 2-40 |
| 2.3.150 | Notice of changes in information published in AIP..... | 2-40 |
| 2.3.155 | Safety Inspection..... | 2-40 |
| 2.3.160 | Approval of persons to conduct aerodrome safety inspections..... | 2-41 |
| 2.3.165 | Duration of approval..... | 2-41 |
| 2.3.170 | Suspension or cancellation of approval by CAAP..... | 2-41 |
| 2.3.175 | Temporary Aerodrome Registration Type 2..... | 2-42 |
| 2.3.180 | Continued validity of an Aerodrome Registration Type 2..... | 2-42 |
| Section 2.4 | PERMIT TO OPERATE (PTO)..... | 2-42 |
| 2.4.005 | Introduction..... | 2-42 |
| 2.4.010 | Procedure for application for a Permit to Operate (PTO)..... | 2-42 |
| 2.4.015 | CAAP grants a PTO to an applicant if..... | 2-43 |
| 2.4.020 | Notice of refusal to grant PTO..... | 2-43 |
| 2.4.025 | Conditions on Permit to Operate..... | 2-43 |
| 2.4.030 | Duration of PTO..... | 2-44 |

| | | |
|--------------------|--|-------------|
| 2.4.035 | Suspension or cancellation of PTO by CAAP..... | 2-44 |
| 2.4.040 | Cancellation of PTO by request of the Holder of PTO..... | 2-45 |
| 2.4.045 | Return of PTO if cancelled..... | 2-45 |
| 2.4.050 | Temporary PTO..... | 2-45 |
| 2.4.055 | Technical inspection and operating standards..... | 2-45 |
| 2.4.060 | Continued validity of a PTO..... | 2-45 |
| Section 2.5 | OBSTACLES AND HAZARDS..... | 2-45 |
| 2.5.005 | Monitoring of airspace..... | 2-45 |
| 2.5.010 | Establishment of obstacle limitation surfaces..... | 2-46 |
| 2.5.015 | Notice of obstacles..... | 2-46 |
| 2.5.020 | Structures 150 meters or more above ground level..... | 2-46 |
| 2.5.025 | Hazardous objects..... | 2-46 |
| 2.5.030 | Lights which may endanger the safety of aircraft..... | 2-47 |
| Section 2.6 | AERODROME RESCUE AND FIRE FIGHTING SERVICES... | 2-47 |
| 2.6.005 | Aerodrome rescue and firefighting services..... | 2-47 |
| 2.6.010 | Ground Servicing of Aircraft..... | 2-48 |
| Section 2.7 | AERONAUTICAL STUDIES..... | 2-48 |
| 2.7.005 | Purpose..... | 2-48 |
| 2.7.010 | Applicability..... | 2-49 |
| 2.7.015 | Definition..... | 2-49 |
| 2.7.020 | Technical Analysis..... | 2-49 |
| 2.7.025 | Approval of Deviations..... | 2-49 |

Section 1.1 REPEALING PROVISIONS

1.1.005 Civil Aviation Regulation Governing Aerodromes (CAR-Aerodromes) repeals:

A.O. No. 5, Series of 1967 – Civil Air Regulation governing Construction, Classification, and Rating of Aerodromes whether National, Provincial, Municipal or Private, except Aerodromes for use by Aircraft with Maximum Gross Weight no exceeding 12,500 Lbs. on VFR Conditions Part XIV;

A.O. No. AGA 14.02, Series of 1973 – Civil Air Regulations governing Aerodromes for Aircraft Operations under VFR Only;

A.O. No. AGA 14.03, Series of 1973 – Civil Air Regulation governing Heliports;

Any previous Administrative Orders, Circulars, Rules and Regulations which are inconsistent with the provision hereof;

Civil Aviation Regulation governing Aerodromes, May 2011; and

Civil Aviation Regulation governing Aerodromes, March 2017.

...

Section 1.3 AMENDMENT OF CAR-AERODROMES

- 1.3.005** Proposals for any amendment of the CAR-Aerodromes shall be submitted to the Technical Working Group (TWG) on Aerodromes. After having reviewed the proposal, the TWG shall submit the proposal to the Regulations Review Committee. The RRC shall be composed of the Director General, the Chiefs of Offices of the Flight Standards and Inspectorate Service (FSIS), the Aerodrome and Air Navigation Safety Oversight Office (AANSOO), Air Traffic Services (ATS), Air Navigation Service (ANS), Aerodrome Development and Management Service (ADMS), the International Civil Aviation Coordinating Staff (ICACS), Enforcement and Legal Service (ELS), and representative from State Safety Programme Office (SSPO).
- 1.3.010** The Chairman of the Regulations Review Committee shall be the Director General or his authorized representative and the Vice Chairman for aerodromes and ANS related matters shall be the Chief of AANSOO. The Secretariat of the Regulations Review Committee on matters concerning aerodromes shall be the current Chief of the Regulatory Safety Standards Division of AANSOO.
- 1.3.015** The Regulations Review Committee shall follow the procedures prescribed in the Regulations Amendment/ Revision Procedure (RAP) in deciding on the amendment or revision to or any other proposals associated with it. Once the amendment or revision is approved by the RRC and signed by the Director General, it shall be submitted, whenever required, to the CAAP Board of Directors, (BOD) for approval by referendum.
- 1.3.020** The Chairman of the Regulations Review Committee shall convene the committee during regular meetings or at the instance of the Chairman or Vice-Chairmen and follow the Internal Rules of Procedures prescribed in the RAP.

PART 2

Section 2.1 GENERAL

2.1.005 Scope of Philippine Civil Aviation Regulation governing Aerodromes (CAR-Aerodromes)

CAR-Aerodromes specifies rules about aerodromes in regard to the following matters:

...

(b) registration of aerodromes and the requirements that apply to operators of Registration Type 1 and Type 2 aerodromes;

...

(e) obstacles and hazards at aerodromes;

(f) matters dealing with obstacles and hazards in airspace; and

(g) aerodrome rescue and firefighting services.

...

2.1.015 Definition for this Part

In this regulation the terms listed below have the following meanings whenever they appear:

...

Aerodrome Certificate. – A certificate issued by the appropriate authority under applicable regulations for the operation of an international aerodrome.

...

Aerodrome Registration Type 1 – is an authorization issued by CAAP to operators of an aerodrome open for public use in domestic operations with an annual aircraft movement above 5,000 and annual passenger movement above 300,000.

Aerodrome Registration Type 2 – is an authorization issued by CAAP to operators of:

- a) an aerodrome open for public or private use in domestic operations with an annual aircraft movement of 5,000 and below or annual passenger movement of 300,000 and below; or
- b) heliport using aircraft with 10 or more passenger seats; or
- c) aerodrome and heliports not covered by the PTO requirements.

...

Certified aerodrome. – An aerodrome with international air transport operations whose operator has been granted an aerodrome certificate.

...

Permit to Operate – is an authorization issued by CAAP to operators of airstrips and/or heliports conducting air transport operations or private operations including utility operations using aircraft with less than 10 passenger seats.

...

2.1.025 Exemptions

CAAP may, in writing, exempt an aerodrome operator from compliance with the specified provisions of this regulation or specified standards set out in the Manual of Standards for Aerodromes.

...

- (e) After getting written approval for sub-regulation (d) from CAAP, the aerodrome operator shall report to AIS for publication in the AIP.

2.1.030 Aerodrome operators to collect statistics if directed

(1) If CAAP considers it necessary in the interests of the safety, efficiency and regularity of air navigation, CAAP may, in writing, give directions to an aerodrome operator about collecting:

(a) statistics including, but not limited to:

(i) the types of aircraft using the aerodrome;

(ii) the times of aircraft movements at the aerodrome;

...

(2) An aerodrome operator must comply with a direction given by CAAP under sub-regulation (1).

Section 2.2 CERTIFIED AERODROMES

Aerodrome Certificate

2.2.005 Requirement for an Aerodrome Certificate

(1) An aerodrome shall only be operated by a person who holds a valid certificate issued by CAAP for that aerodrome if it is used for any international air transport operation; or

(2) If an aerodrome operator plans to have an international air transport operations, the operator must apply for an aerodrome certificate.

2.2.010 Application for an Aerodrome Certificate

(1) A person may apply to CAAP for an Aerodrome Certificate to authorize the person to operate an aerodrome at the place specified in the application.

(2) The application must be in the approved form.

2.2.015 Grant of Aerodrome Certificate

...

(2) CAAP must grant an Aerodrome Certificate to an applicant under regulation 2.2.010 if:

...

(3) Initiating NOTAM for a new certified aerodrome:

The CAAP officer or inspector responsible for the certification process will prepare and forward to the NOTAM Office details setting out all the aerodrome information which will be included in AIP, including the date when the aerodrome will be certified.

2.2.020 Notice of refusal to grant Aerodrome Certificate

If CAAP refuses to grant an Aerodrome Certificate to an applicant, CAAP must give the applicant written notice of the refusal, and the reasons for it, no later than 14 days after CAAP refuses to grant the certificate.

2.2.025 Aerodrome Certificate may be subject to conditions

...

(3) A condition shall be set out on the certificate or in the notice given to the applicant under sub-regulation (2).

...

2.2.040 Cancellation at request by the holder

...

(2) CAAP must cancel the certificate on the date specified by the certificate holder for surrender of the certificate and arrange for:

(i) the cancellation to be notified in NOTAM; and

(ii) details of the certificate and any other information about the aerodrome to be removed from AIP.

2.2.045 Return of certificate if cancelled

If CAAP cancels an Aerodrome Certificate, the person who was the certificate holder must return the aerodrome certificate to CAAP immediately.

...

2.2.055 Continued validity of an Aerodrome Certificate

The continuing validity of an aerodrome certificate shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.2.015.

...

2.2.060 Provision and location of the Aerodrome Manual

...

(6) The operator must conduct periodic review of the aerodrome manual and make such amendments as may be necessary.

2.2.065 Information to be included in Aerodrome Manual

For sub-regulation 2.2.060 (1), the Aerodrome Manual must include at least the details specified in the MOS-Aerodromes.

...

2.2.075 Amendments of Aerodrome Manual

...

(3) An operator shall comply with a direction given to the operator under sub-regulation (2).

2.2.080 Notice of amendments

The operator of a certified aerodrome must inform CAAP, in writing, of any amendment that the operator makes to the Aerodrome Manual for the aerodrome within 30 days after the amendment is made.

...

2.2.086 Aerodrome Manual procedures

(1) Subject to any directions issued under sub-regulation (2), the operator of a certified aerodrome must operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual for the aerodrome.

...

(3) An operator must comply with a direction given to the operator under sub-regulation (2).

2.2.087 Acceptance of aerodrome manual

CAAP shall accept the aerodrome manual and any amendments thereto, provided the aerodrome manual meets the requirements of 2.2.060 to 2.2.086.

Obligations of the aerodrome operator

2.2.090 Compliance with aerodrome standards

The aerodrome operator shall comply with Manual of Standards for Aerodromes specified in 2.1.020 and with any conditions endorsed in the certificate pursuant to regulations 2.2.025.

...

2.2.092 Aerodrome operator's internal safety audits and safety reporting

...

(2) The audits referred to in sub-regulation (1) shall be carried out at least once every two (2) years or as agreed with CAAP.

...

(4) The aerodrome operator shall retain a copy of the report(s) referred to in sub-regulation (3) for a period to be agreed with CAAP. CAAP may request a copy of the report(s) for its review and reference.

(5) The report(s) referred to in sub-regulation (3) must be prepared and signed by the persons who carried out the audits and inspections.

2.2.093 Competence of operational and maintenance personnel

...

(2) The aerodrome operator shall employ only those persons possessing competency certification in accordance with regulation 2.2.115, Manual of Standards for Aerodromes, and relevant national requirements or any other government authority competency requirements for the personnel referred to in sub-regulation (1).

(3) The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in sub-regulation (1).

2.2.094 Access to the aerodrome

...

(2) An aerodrome operator shall, at the request of the person referred to in sub-regulation (1), allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose referred to in sub-regulation (1).

...

(4) The aerodrome operator shall cooperate in conducting the activities referred to in sub-regulation (1).

2.2.095 Notifying and reporting

...

(3) *Notification of changes to the aerodrome facilities, equipment and level of service planned in advance.* An aerodrome operator shall notify CAAP and AIS in writing at least 60 days before any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to effect the accuracy of the information contained in any AIS publication referred to in sub-regulation (2).

(4) *Issues requiring immediate notification.* Subject to the requirements of sub-regulation (5), an aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:

...

(b) level of service: reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in sub-regulation (2);

...

(5) *Immediate notification to pilots.* When it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to in sub-regulation (4) in accordance with that regulation,

the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

...

2.2.097 Removal of obstructions from the aerodrome surface

An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

2.2.098 Warning notices

When low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

...

2.2.130 Notice of changes in information published in AIP

To maintain accuracy of the information published in AIP relating to a certified aerodrome, the operator of the aerodrome must inform CAAP, in writing, in accordance with 2.2.095 (2) of any change required to that information.

2.2.135 Physical characteristics of movement area

The operator of a certified aerodrome must ensure that the physical characteristics of the movement area comply with the standards set out in Manual of Standards for Aerodromes.

...

2.2.150 Wind direction indicators – general

The operator of a certified aerodrome must, in accordance with the standards for wind direction indicators set out in the Manual of Standards for Aerodromes, install and maintain at least one wind direction indicator at the aerodrome.

2.2.155 Wind direction indicators – requirement for certain runways

...

(2) An aerodrome operator is not required to comply with sub-regulation (1) only if CAAP is satisfied that surface wind information shall be passed to the pilots of aircraft approaching the runway by:

...

2.2.160 Visual Approach Slope Indicator system

...

(2) CAAP may direct the operator to provide an approved visual approach slope indicator system for the approach end or ends of a runway to which sub-regulation (1) does not apply, if CAAP considers it necessary in the interest of the safety of aircraft.

(3) The operator must comply with a direction given by CAAP under sub-regulation (2).

2.2.165 Lighting of movement area

(1) If a certified aerodrome is available for an aircraft to land or take-off at night or in less than Visual Meteorological Condition (VMC) during the day, the operator of the aerodrome must provide and maintain a lighting system for the movement area of the aerodrome that is in accordance with sub-regulations (2) and (3).

...

2.2.170 Checking of lighting systems

(1) The operator of a certified aerodrome must not put a new lighting system of a kind mentioned in sub-regulation (3) into service at the aerodrome unless both of the following requirements are met;

...

2.2.176 Emergencies in Difficult Environment

For emergencies in difficult environment, the Aerodrome Emergency Plan in 2.2.175 shall include the ready availability and coordination with appropriate specialist agencies rescue services who are able to respond to emergencies where an aerodrome is located close to water and/or swampy areas and where a significant portion of approach or departure operations takes place over those these areas.

...

2.2.195 When aerodrome serviceability inspections must be conducted

The operator of a certified aerodrome must conduct an aerodrome serviceability inspection:

...

2.2.200 Reserved

2.2.205 Reserved

2.2.210 Reserved

...

2.2.225 Safety Management System

(1) The applicant for, or the holder of, an aerodrome certificate shall establish and maintain a Safety Management System (SMS).

(2) The safety management system shall include, among others, the following components:

(a) a safety management implementation plan that includes

(i) a safety policy on which the system is based that the accountable executive has approved and communicated to all employees, and

(ii) a clearly defined lines of responsibility and accountability, including a direct accountability for safety on the part of senior management;

(b) a process for identifying hazards to aviation safety, analysis, assessment and control of the safety risks associated with identified hazards;

(c) a process for the internal reporting and analyzing of hazards, incidents and accidents and for taking corrective actions to prevent their recurrence;

(d) a document containing all safety management system processes;

(e) a process for conducting periodic reviews or audits of the safety management system;

(f) a process for ensuring that personnel are trained and competent to perform their SMS duties.

(3) The aerodrome operator referred to in paragraph (1) shall:

(a) ensure that the safety management system of the aerodrome addresses the coordination and interface with the safety procedures of other organizations operating or providing services at the aerodrome; and

(b) ensure that such organizations have safety procedures in place to comply with the applicable requirements of this regulation and the requirements laid down in the aerodrome manual.

(4) The operator of an aerodrome referred to in paragraph (1) must ensure that the aerodrome has a safety management system that complies with the standards set out in the Manual of Standards for Aerodromes.

2.2.226 Safety reporting system

(1) The aerodrome operator shall establish and implement a safety reporting system, in order to promote safety at, and the safe use of, the aerodrome.

(2) The aerodrome operator, shall:

(a) require that the personnel and organizations use the safety reporting system for the mandatory reporting of any accident, serious incident, incident and serious injury, and

(b) ensure that the safety reporting system may be used for the voluntary reporting of any defect, fault and safety hazard which could impact safety.

(3) The safety reporting system shall, protect the identity of the reporter, encourage voluntary reporting and assurance confidentiality of reporting.

(4) The aerodrome operator shall:

(a) record all reports submitted;

(b) analyze and assess the reports, as appropriate, in order to address safety deficiencies and identify trends;

(c) ensure that all organizations operating or providing services at the aerodrome which are relevant to the safety concern, participate in the analysis of such reports and that any corrective and/or preventive measures identified are implemented;

(d) conduct investigations of reports, as appropriate, and

(e) refrain from attribution of blame.

(5) The aerodrome operator shall report to the CAAP, any accident, serious incident, incident and serious injury.

(6) The report referred to in paragraph (5) shall be made in a form and manner established by the CAAP and contain all pertinent information about the condition known to the aerodrome operator.

(7) Reports shall be made as soon as practicable, but in any case, within 48 hours of the aerodrome operator identifying the condition to which the report relates, unless exceptional circumstances prevent this.

Note: - These do not override the requirements in PCAR Part 13 — Accident and Incident Reporting and Investigation, concerning the mandatory reporting of certain types of accidents/serious incidents and the responsibilities of the various parties involved.

Wildlife Hazard Management

2.2.230 Bird/wildlife strike control programme

...

(3) The aerodrome operator and relevant organizations within the vicinity of the aerodrome must give due consideration to aviation safety concerns related to land developments in the vicinity of the aerodrome that may attract wildlife.

...

2.2.240 Runway Pavement Overlays

Where the runway is to be returned temporarily to an operational status before resurfacing is complete, the aerodrome operator must ensure that specifications for pavement overlays in accordance with Manual of Standards for Aerodromes are implemented.

2.2.245 Visual Aids Maintenance

The aerodrome operator must have a system of preventive maintenance of visual aids to ensure reliability of all lights, lighting systems and markings in accordance with the specifications in the Manual of Standards for Aerodromes.

2.2.250 Apron Management Service

When warranted by the volume of traffic and operating conditions, an appropriate apron management service in accordance with Manual of Standards for Aerodromes shall be provided on an apron by an aerodrome ATS unit, by another aerodrome operating authority, or by a cooperative combination of these, in order to:

...

2.2.255 Aerodrome Vehicle Operations

To prevent unauthorized entry into the movement area, and to maintain safe and orderly movement of vehicle and drivers on the airside, aerodrome operators must have arrangements for controlling airside access and airside vehicle control in accordance with Manual of Standards for Aerodromes.

Section 2.3 REGISTERED AERODROMES

AERODROME REGISTRATION TYPE 1

2.3.005 Requirement for an Aerodrome Registration Type 1

An aerodrome shall only be operated by a person who holds a valid Aerodrome

Registration Type 1 issued by CAAP for that aerodrome if it is open for public use in domestic operations with an annual aircraft movement above 5,000 and annual passenger movement above 300,000.

2.3.010 Application for an Aerodrome Registration Type 1

(1) A person may apply to CAAP for an Aerodrome Registration Type 1 to authorize the person to operate an aerodrome at the place specified in the application.

(2) The application must be in the approved form.

2.3.015 Grant of Aerodrome Registration Type 1

(1) Types of Aerodrome Registration Type 1

(a) temporary or interim Aerodrome Registration Type 1

(b) final or permanent Aerodrome Registration Type 1

(2) CAAP must grant an Aerodrome Registration Type 1 to an applicant under 2.3.010 if:

(a) the aerodrome's facilities, services and equipment are in accordance with the standards specified in the Manual of Standards for Aerodromes;

(b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;

(c) an acceptable Aerodrome Manual has been prepared for the aerodrome in accordance with section 2.3.150;

(d) the applicant would, if the registration is granted, be able properly to operate and maintain the aerodrome including the necessary competence and experience;

(e) an acceptable aerodrome safety management system in accordance with 2.2.225;

(f) a safety reporting system in accordance with 2.2.226;

(g) conducted a full-scale emergency exercise as part of the aerodrome operator's Airport Emergency Plan (AEP).

(3) Initiating NOTAM for a new Aerodrome Registration Type 1

The CAAP officer or inspector responsible for the Aerodrome-Registration Type 1 process will prepare and forward to the NOTAM Office details setting out all the aerodrome information which will be included in AIP, including the date when the

aerodrome will be Registered Type 1.

2.3.020 Notice of refusal to grant Aerodrome Registration Type 1

If CAAP refuses to grant an Aerodrome Registration Type 1 to an applicant, CAAP must give the applicant written notice of the refusal, and the reasons for it, no later than 14 days after CAAP refuses to grant the Registration Type 1.

2.3.025 Conditions of an Aerodrome Registration Type 1

(1) CAAP may grant an Aerodrome Registration Type 1 subject to any condition that CAAP considers necessary in the interests of the safety of air navigation.

(2) If CAAP decides to grant an Aerodrome Registration Type 1 subject to a condition, CAAP must give the applicant a written notice of the reason(s) for the decision.

(3) A condition shall be set out on the Aerodrome Registration Type 1 or in the notice given to the applicant under 2.3.025 (2).

(4) An aerodrome operator must not contravene a condition of the Aerodrome Registration Type 1 issued by CAAP.

2.3.030 Duration of Aerodrome Registration Type 1

(1) A Temporary or Interim Aerodrome Registration Type 1 is valid for a period of six (6) months unless it is extended or cancelled for a cause by the Director General.

(2) Aerodrome Registration Type 1 to be issued after the interim or temporary Aerodrome Registration Type 1 shall remain in force unless it is cancelled, except it is not in force during any period when it is suspended.

2.3.035 Suspension or cancellation by CAAP

(1) CAAP may, by written notice given to the holder of an Aerodrome Registration Type 1, suspend or cancel the certificate if there are reasonable grounds for believing that:

(a) a condition to which the Aerodrome Registration Type 1 is subject has been breached, or

(b) the aerodrome facilities, operations or maintenance are not of the standard necessary for the interests of the safety of air navigation; or

(c) the holder has contravened a condition attached to the Aerodrome Registration Type 1.

(2) Before cancelling an Aerodrome Registration Type 1, CAAP must:

(a) give to the holder a show cause notice in writing that:

(i) sets out the facts and circumstances that, in the opinion of CAAP, would justify the cancellation; and

(ii) invite the holder to show cause, in writing, within 30 days after the date of the notice, why the Aerodrome Registration Type 1 should not be cancelled; and

(b) take into account any written submissions that the holder makes to CAAP within the time allowed under sub-paragraph (a) (ii).

(3) CAAP must cancel the Aerodrome Registration Type 1 on the date specified in the notice and arrange for:

(a) the cancellation to be notified in NOTAM; and

(b) details of the Aerodrome Registration Type 1 and any other information about the aerodrome to be removed from AIP.

2.3.040 Cancellation at request by the holder

(1) If the holder of an Aerodrome Registration Type 1 wishes to surrender the Aerodrome Registration Type 1, the holder must give not less than 60 days written notice to CAAP of the date on which the holder will surrender the registration.

(2) CAAP must cancel the Aerodrome Registration Type 1 on the date specified by the registration holder for surrender of the registration and arrange for:

(a) the cancellation to be notified in NOTAM; and

(b) details of the registration and any other information about the aerodrome to be removed from AIP.

2.3.045 Return of Aerodrome Registration Type 1 if cancelled

If CAAP cancels an Aerodrome Registration Type 1, the person who was the Aerodrome Registration Type 1 holder must return the aerodrome Registration Type 1 to CAAP immediately.

2.3.050 Amendment of an Aerodrome Registration Type 1

(1) CAAP may, provided that the requirements of 2.3.010, 2.3.015 and 2.2.080 are met, amend an aerodrome registration where:

(a) there is a change in the use or operation of the aerodrome;

- (b) there is a change in the boundaries of the aerodrome; or
- (c) the holder of the Aerodrome Registration Type 1 requests the amendment.

(2) In case of change in ownership or management of the aerodrome, the new aerodrome operator or manager shall apply for a transfer of the Aerodrome Registration Type 1 in accordance with 2.3.060.

(3) If the aerodrome operator requests an amendment to the Aerodrome Registration Type 1, such request shall be accompanied by:

- (a) a detailed account of the proposed amendment including the reasons for the amendment;
- (b) an assessment of the safety risks associated with any change in use or operation of the aerodrome including, where appropriate, the findings of any aeronautical study undertaken by or on behalf of the aerodrome operator; and
- (c) particulars of any consequential changes to the AIP, aerodrome manual, aerodrome emergency plan and other associated manuals.

(4) CAAP may amend an Aerodrome Registration Type 1 so as to restrict or prohibit specific operations at the aerodrome if the aerodrome operator breaches the conditions of the type of use endorsed by the Aerodrome Registration Type 1. CAAP shall provide written notice of intention to amend an Aerodrome Registration Type 1 stating the reasons for the proposed amendment.

2.3.055 Continued validity of an Aerodrome Registration Type 1

The continuing validity of an Aerodrome Registration Type 1 shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.3.015.

2.3.060 Transfer of an Aerodrome Registration Type 1

CAAP may give its consent to, and issue an instrument of transfer of an aerodrome Registration Type 1 to a transferee where:

- (a) the current holder of the aerodrome Registration Type 1 notifies CAAP in writing at least 90 days before ceasing to operate the aerodrome that, the current holder will cease to operate the aerodrome as of the date specified in the notice;
- (b) the current holder of the aerodrome Registration Type 1 notifies CAAP in writing, the name of the transferee;
- (c) the transferee applies in writing to CAAP within 60 days before the current holder of the Aerodrome Registration Type 1 cease to operate the aerodrome, for the Aerodrome Registration Type 1 to be transferred to the

transferee; and

(d) the requirements of 2.3.010 and 2.3.015 are met.

Aerodrome Manual

2.3.065 Aerodrome Manual for Registration Type 1

The requirements for Aerodrome Manual shall be in accordance with the provisions of 2.2.060 to 2.2.087 for the following:

- (1) Provision and location of the Aerodrome Manual
- (2) Information to be included in Aerodrome Manual
- (3) Form of Aerodrome Manual
- (4) Amendments of Aerodrome Manual
- (5) Notice of amendments
- (6) Aerodrome Manual controller
- (7) Aerodrome Manual procedures
- (8) Acceptance of aerodrome manual

2.3.066 Obligations of the aerodrome operator for Registration Type 1

The requirements for Obligations of the aerodrome operator shall be in accordance with the provisions of 2.2.090 to 2.2.098 for the following:

- (1) Compliance with aerodrome standards
- (2) Care and diligence in operation and maintenance
- (3) Aerodrome operator's internal safety audits and safety reporting
- (4) Competence of operational and maintenance personnel
- (5) Access to the aerodrome
- (6) Notifying and reporting
- (7) Special inspections
- (8) Removal of obstructions from the aerodrome surface
- (9) Warning notices

Operation and maintenance of an Aerodrome Registration Type 1

2.3.075 Requirements for the Operation and maintenance of an Aerodrome Registration Type 1

The requirements for Operation and maintenance of an Aerodrome Registration Type 1 shall be in accordance with the provisions of 2.2.105 to 2.2.226 for the following:

- (1) Reporting Officer
- (2) Works safety officer
- (3) Training of aerodrome personnel
- (4) Notice of deviation
- (5) Notice of changes in physical condition of aerodrome
- (6) Notice of changes in information published in AIP
- (7) Physical characteristics of movement area
- (8) Aerodrome markings
- (9) Signal area
- (10) Wind direction indicators – general
- (11) Wind direction indicators – requirement for certain runways
- (12) Visual Approach Slope Indicator system
- (13) Lighting of movement area
- (14) Checking of lighting systems
- (15) Aerodrome Emergency Plan
- (16) Emergencies in Difficult Environment
- (17) Aerodrome Emergency Committee
- (18) Testing of Aerodrome Emergency Plan
- (19) Aerodrome serviceability inspections
- (20) Conduct of aerodrome serviceability inspections

- (21) Unannounced Inspection
- (22) Planning and execution of aerodrome works
- (23) Safety Management System
- (24) Safety reporting system

Wildlife Hazard Management

2.3.080 Wildlife Hazard Management Requirements for Aerodrome Registration Type 1

The requirements for Wildlife Hazard Management for Aerodrome Registration Type 1 shall be in accordance with 2.2.230.

Aerodrome Services

2.3.085 Aerodrome Services of an Aerodrome Registration Type 1

The requirements for Aerodrome Services of an Aerodrome Registration Type 1 shall be in accordance with 2.2.235 to 2.2.255 as follows.

- (1) Aerodrome Maintenance Program
- (2) Runway Pavement Overlays
- (3) Visual Aids Maintenance
- (4) Apron Management Service
- (5) Aerodrome Vehicle Operations

AERODROME REGISTRATION TYPE 2

2.3.090 Definition for this Part

In this regulation the term listed below have the following meaning wherever they appear:

Aerodrome Registration Type 2. - Means the register established and maintained under 2.1.015.

2.3.095 Requirement for Aerodrome Registration Type 2

An aerodrome shall only be operated by a person who holds a valid Aerodrome Registration Type 2 issued by CAAP for that aerodrome if it is:

- (a) an aerodrome open for public or private use in domestic operations with an annual aircraft movement of 5,000 and below, or an annual passenger movement of 300,000 and below; or
- (b) a heliport using aircraft with 10 or more passenger seats; or
- (c) an aerodrome not covered by the PTO requirements.

2.3.100 Application to register an aerodrome Type 2

(1) A person may apply to CAAP for registration of an aerodrome Type 2.

(2) An application must be in the approved form and must be accompanied by:

(a) the information about the aerodrome required by Manual of Standards for Aerodromes, including a diagram of the aerodrome in accordance with Manual of Standards for Aerodromes; and

(b) a written statement, signed by a person approved under 2.3.160, to the effect that:

(i) the person has conducted a safety inspection of the aerodrome; and

(ii) the aerodrome meets the applicable standards in accordance with 2.3.135 for registered aerodromes and is safe for operation; and

(c) the name or names of the person or persons who are to be the reporting officers for the aerodrome.

(3) Despite paragraph (2) (b), until a date nominated by CAAP, the statement mentioned in that paragraph may be given by a person who is not approved by CAAP under regulation 2.3.160 but is a person CAAP is satisfied meets the requirements of sub-regulation 2.3.075 (2).

2.3.105 CAAP Actions on Aerodrome Registration Type 2.

(1) CAAP must, if the operator of an aerodrome has applied for registration of the aerodrome in accordance with regulation 2.3.100 (2):

(a) register the aerodrome by entering the following information about the aerodrome in the Aerodrome Registry:

(i) the name of the aerodrome;

(ii) the details of the location of the aerodrome;

(iii) the name and address of the operator; and

(b) inform the operator, in writing, that the Aerodrome is Type 2 registered;

and

(c) direct AIS to publish in AIP details of the Aerodrome registration Type 2 and the information about the aerodrome required by Manual of Standards for Aerodromes.

2.3.110 Notice of refusal for Aerodrome Registration Type 2

If CAAP refuses the Type 2 Registration, CAAP must give the aerodrome operator written notice of the refusal, and the reasons for it no later than 14 days after its refusal.

2.3.115 CAAP Registry of Aerodromes

(1) CAAP must establish and keep, in the approved form, a registry of Aerodrome Registration Type 2 under this regulation.

(2) CAAP must make the registry of Aerodrome Registration Type 2 available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions.

(3) CAAP may comply with sub-regulation (2) by making the information recorded in the registry accessible thru the internet.

(4) CAAP must alter the information recorded in the aerodrome registry if that information is not up to date or correct any error in the information.

2.3.120 Duration of Aerodrome Registration Type 2

The Aerodrome Registration Type 2 remains in force unless it is cancelled except that is not in force during any period in which it is suspended.

2.3.125 Suspension or cancellation of Aerodrome Registration Type 2 by CAAP

(1) CAAP may, by written notice given to the operator of an Aerodrome Registration Type 2, suspend or cancel it, if there are reasonable grounds for believing that:

(a) the aerodrome operator fails to meet any of the standards applicable to the aerodrome under 2.3.135, or

(b) the operator of the aerodrome has failed to comply with 2.1.025 (d), 2.3.140, 2.3.145 or 2.3.150.

(2) Before cancelling the Aerodrome Registration Type 2, CAAP must:

(a) give to the operator a show cause notice that:

(i) sets out the facts and circumstances that, in the opinion of

CAAP, would justify the cancellation; and

(ii) invites the operator to show cause, in writing, within 30 days after the date of the notice, why the Aerodrome Registration Type 2 should not be cancelled; and

(b) take into account any written submission that the operator makes to CAAP within the time allowed under subparagraph (a) (ii).

2.3.130 Cancellation of Aerodrome Registration Type 2 on request

(1) If the operator of an Aerodrome Registration Type 2 wishes it to be cancelled, the aerodrome operator must give CAAP at least 60 days written notice of the date on which the operator wishes it to be cancelled.

(2) CAAP must cancel the Aerodrome Registration Type 2 on the date specified in the notice and arrange for:

(a) the cancellation to be notified in NOTAM; and

(b) details of the Aerodrome Registration Type 2 and any other information to be removed from AIP.

2.3.135 Applicable standards for Aerodrome Registration Type 2

(1) The standards applicable to an Aerodrome Registration Type 2 are:

(a) the standards applicable to Aerodrome Registration Type 1 in relation to the following matters:

(i) physical characteristics of the movement area

(ii) obstacle limitation surfaces;

(iii) aerodrome markings;

(iv) lighting;

(v) wind direction indicators;

(vi) signal circle and ground signals;

(b) a safety risk management procedure includes, among others, the following:

(i) hazard identification,

(ii) risk assessment and control, and

(iii) creation and management of relevant risk management procedure documents, including, a risk register and records of any dedicated risk assessments performed to address aerodrome hazards affecting aircraft operations.

(c) a safety reporting system in accordance with the requirements in 2.2.226; and,

(d) any other specifications set out in the Manual of Standards for Aerodromes that are applicable.

2.3.140 Reporting Officer

(1) The operator of an Aerodrome Registration Type 2 must appoint one or more Reporting Officers for the aerodrome.

(2) The functions of a Reporting Officer are:

(a) to monitor the serviceability of the aerodrome in accordance with Manual of Standards for Aerodromes; and

(b) to report to the AIS and air traffic control any changes in conditions, or any other occurrences at the aerodrome that must be reported under regulation 2.3.145.

(3) The operator must not appoint a person as a Reporting Officer if the person has not been trained, in accordance with Manual of Standards for Aerodromes, to perform the Reporting Officer's functions.

2.3.145 Notice of changes in physical condition of aerodrome

(1) The operator of an Aerodrome Registration Type 2 must, in accordance with the Manual of Standards for Aerodromes, give notice to the AIS of:

(a) any temporary or permanent change in the physical condition of the aerodrome that may affect the safety of aircraft; or

(b) any other occurrences relating to the operation or maintenance of the aerodrome that may affect the safety of aircraft.

(2) If the aerodrome is a controlled aerodrome, the notice must also be given to air traffic control.

2.3.150 Notice of changes in information published in AIP

To maintain the accuracy of the information published in AIP in relation to an Aerodrome Registration Type 2, the aerodrome operator must inform AIS, in writing, as soon as practicable of any change required to that information (other

than a change that is published in a NOTAM).

2.3.155 Safety inspections

- (1) The operator of an Aerodrome Registration Type 2 must arrange for a safety inspection of the aerodrome to be conducted at least once each year, if the aerodrome is used by aircraft with a passenger seating capacity of 10 or more seats.
- (2) The safety inspection must be conducted by a person approved under regulation 2.3.160.
- (3) The approved person must give the operator a written report that:
 - (a) deals with the matters set out in Manual of Standards for Aerodromes; and
 - (b) specifies any remedial work that is necessary for the aerodrome to comply with the applicable standards.
- (4) Within 30 days after receiving the report, the operator must give to CAAP:
 - (a) a copy of the report; and
 - (b) if the report specifies any remedial work as being necessary, a statement as to when and how the operator will do the remedial work.
- (5) Despite 2.3.155 (2), until otherwise notified by CAAP, a person or persons with appropriate qualifications and experience may conduct the safety inspection.

2.3.160 Approval of persons to conduct aerodrome safety inspections

- (1) A person may apply to CAAP for approval to conduct aerodrome safety inspections for this Subpart.
- (2) CAAP must approve the person if the person has:
 - (a) a recognized degree, diploma or certificate in civil engineering, surveying or a related field and a sound knowledge of the parts of these Regulations and the standards, practices and procedures that are applicable to the operation and maintenance of aerodromes; or
 - (b) other qualifications, knowledge and experience that CAAP considers suitable for conducting an aerodrome safety inspection; and
 - (c) the capability, if the approval is given, to perform properly the aerodrome safety inspection function.

2.3.165 Duration of approval

An approval under regulation 2.3.160 remains in force until it is cancelled, except it is not in force during any period when it is suspended.

2.3.170 Suspension or cancellation of approval by CAAP

(1) CAAP may suspend or cancel an approval of a person under regulation 2.3.160 by written notice to the person, if the person has not properly carried out, or is no longer properly carrying out, the aerodrome safety inspection function.

(2) Before cancelling the approval, CAAP must:

(a) give the person written notice:

(i) stating the reasons that, in the opinion of CAAP, would justify the cancellation; and

(ii) advising the person that he or she may, within 30 days after the date of the notice, give CAAP written reasons why the approval should not be cancelled; and

(b) take into account any written reason(s) given by the person within the time allowed under sub-paragraph (a) (ii).

2.3.175 Temporary Aerodrome Registration Type 2

(1) CAAP may issue a temporary Aerodrome Registration Type 2 to an applicant if CAAP is satisfied that the applicant will be able to properly operate and maintain the aerodrome for the duration of the temporary Aerodrome Registration Type 2.

(2) A temporary Aerodrome Registration Type 2 must not be issued for a period longer than six (6) months subject to conditions set by the Director General.

2.3.180 Continued validity of an Aerodrome Registration Type 2

The continuing validity of an aerodrome registration shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.3.135.

Section 2.4 PERMIT TO OPERATE (PTO)

2.4.005 Introduction

(1) A Permit to Operate is required to be secured by operators of airstrips and/or heliports conducting air transport operations or private operations including utility operations using aircraft with less than 10 passenger seats.

(2) The Permit to Operate for aerodromes and heliports is granted as privilege by the Director General, CAAP operators of aerodrome and heliport who meet the

minimum standards and requirements in 2.4.015 and 2.4.055.

...

2.4.060 Continued validity of a PTO

The continuing validity of an aerodrome PTO shall be based on the satisfactory outcome of surveillance activity of CAAP in compliance with 2.4.015.

--- END ---

-
- i. *Separability Clause.*** - If, for any reason, any provision of this Memorandum Circular is declared invalid or unconstitutional, the other part or parts thereof which are not affected thereby shall continue to be in full force and effect.
 - ii. *Repealing Clause.*** - All orders, rules, regulations and issuances, or parts thereof which are inconsistent with this Memorandum Circular are hereby repealed, superseded or modified accordingly.
 - iii. *Determination of changes.*** – To highlight the amendments and/or revisions in the Memorandum Circular, the deleted text shall be shown with strikethrough and the new inserted text shall be highlighted with grey shading, as illustrated below:
 1. Text deleted: ~~Text to be deleted is shown with a line through it.~~
 2. New text inserted: **New text is highlighted with grey shading.**
 3. New text replacing existing text: ~~Text to be deleted is shown with a line through it~~ followed by the replacement text which is highlighted with grey shading.
 - iv. *Effectivity Clause.*** - This Memorandum Circular shall take effect fifteen (15) days after publication in a requisite single newspaper of general circulation or the Official Gazette and a copy filed with the U.P. Law Center - Office of the National Administrative Register.

So Ordered. Signed this 10 day of MAR 2020, at the Civil Aviation Authority of the Philippines, MIA Road, Pasay City, Metro Manila, 1301.


CAPTAIN JIM C. SYDIONGCO