



MAR 26, 2015

ADVISORY CIRCULAR NO. AGA-01-15

TO : ALL AIRSTRIP AND HELIPORT OPERATORS

SUBJECT : PERMIT-TO-OPERATE/REGISTRATION APPLICATION, INSPECTION
AND ISSUANCE PROCESS

I. REFERENCE

- Civil Aviation Regulation governing Aerodromes (CAR-Aerodrome)
- Aerodrome Manual of Standards (MOS)
- R.A. 9497
- Memorandum Circular No. 18-10

II. PURPOSE

The intent of this AC is to complement Memorandum Circular No. 18-10, dated June 28, 2010, pertaining to the requirements for all airstrip and heliport operators to secure Permit-to-Operate. This Advisory Circular is issued to provide guidance for all private airstrip and heliport operators, regarding the process for application, inspection and issuance of a Permit-to-Operate/Registration permits, by the CAAP.

III. STATUS OF THIS AC

This is the first AC concerning the process of application, inspection and issuance of Permit-to-Operate/Registration permit and it is numbered for easy reference.

IV. APPLICATION AND INSPECTION PROCESS

A. FOR EXISTING AERODROMES.

1. Applicant prepares a Letter of Intent, a duly accomplished AANSOO PTO/Registration Application Form, and submitted to the Chief AANSOO, along with the other supporting documents pertaining to the aeronautical information of the aerodrome, for acceptance.
2. All submitted documents shall be initially reviewed by the PTO/Registration Section of the Aerodrome Inspectorate Division.

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3. The applicant shall be briefed with the other requirements governing PTO's/Registration, such as inspection fees, assigning of inspectors, flight operation assessment by the FSIS, operations manual, DSA/accommodation for inspectors, inspection/travel arrangements, and etc.
4. Inspectors shall be assigned to handle the applying aerodrome, having one as the designated Team Leader.
5. The applicant/aerodrome operator shall be notified in writing with regard to the inspection schedule, and the composition of the team.
6. Prior to the conduct of inspection, the applicant/aerodrome operator shall pay the corresponding fees, covering Aerodrome Inspection Fee and DSA of the inspectors. A copy of the Official Receipt must be submitted to the Admin Staff of AANSOO.
7. After the inspection have been undertaken, the aerodrome operator, shall be apprised by the team, with the initial results of the inspection. A Safety Inspection Report shall be prepared and CAAP shall communicate with the applicant/aerodrome, operator, in writing, within fifteen (15) Working Days, commencing from the day of the site inspection, the official results of the inspection, for appropriate action by the operator.
8. The applicant/aerodrome operator may request CAAP for re-inspection, to evaluate any partial compliance, that the operator have undertaken, to address the findings that were identified by the inspectors.
9. In the case for a re-inspection, CAAP shall first review the compliance report, containing the corrective actions, submitted by the aerodrome operator before any site verification will commence. (Procedures 5, 6, and 7 stated herein shall be re-applied).
10. The applicant/aerodrome operator may wish to coordinate or seek assistance with CAAP regarding proper implementation of their Corrective Action Plan, in their effort to address the findings that have been previously identified by the inspectors during inspections.

V. ISSUANCE PROCESS

A. CONDITIONS FOR THE RECOMMENDATION OF A TEMPORARY PERMIT

1. Aerodrome operators requesting for a temporary permit may be recommended by AANSOO, based on the risk assessment by the inspection team, to the Director General for the issuance of a limited permit to operate, provided, that the following conditions, are met, but not limited to:

- The results of inspection does not reveal any Category A Findings (Significant Safety Concern) or it has been immediately addressed;
- Implementation Plan, as agreed by CAAP, to address the findings within the specified time frame;
- Submission of Progress Report based on the agreed Implementation Plan;
- To notify CAAP for any deviations with regard to the changes in the implementation plan.
- Aerodrome operator to comply with the operational limitations, imposed by CAAP; and
- The aerodrome is subject for site inspection by CAAP to verify the proper implementation of the Corrective Action Plan.

Note: The aerodrome operator shall pay a corresponding fee prior the release of a Temporary Permit and extension of such.

VI. CONDITIONS FOR THE RECOMMENDATION OF A FINAL PERMIT

- Aerodrome operators who have satisfactorily addressed all findings and complies with the all requirements of a Permit-to-Operate/Registration Permit;
- A final inspection has been conducted;
- All documentary requirements have been submitted to CAAP.

Note: The aerodrome operator shall pay a corresponding fee prior to its release of the final permit.

VI. EFFECTIVITY

This Advisory Circular shall take effect immediately.



LT GEN WILLIAM K HOTCHKISS III AFP (RET)
Director General