



# ADVISORY CIRCULAR

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SIERRA LEONE CIVIL AVIATION AUTHORITY

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## Guidance for the Preparation and Maintenance of an Aerodrome Manual

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## TABLE OF CONTENTS

<b>1</b>	<b>GENERAL .....</b>	<b>2</b>
1.1	PURPOSE.....	2
1.2	APPLICABILITY.....	2
1.3	DESCRIPTION OF CHANGES .....	2
1.4	REFERENCES.....	2
1.5	CANCELLED DOCUMENTS .....	2
<b>2</b>	<b>PURPOSE AND SCOPE OF THE AERODROME MANUAL.....</b>	<b>3</b>
2.1	INTRODUCTION.....	3
2.2	PREPARATION OF AERODROME MANUAL .....	3
2.3	LOCATION OF THE AERODROME MANUAL.....	3
2.4	PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL .....	4
<b>3</b>	<b>EXEMPTIONS .....</b>	<b>11</b>
<b>4</b>	<b>MAINTENANCE OF THE AERODROME MANUAL.....</b>	<b>11</b>
<b>5</b>	<b>THE AUTHORITY’S APPROVAL OF THE AERODROME MANUAL. ....</b>	<b>12</b>
<b>6</b>	<b>PROCEDURE FOR UPDATING THE AERODROME MANUAL.....</b>	<b>12</b>
6.1	NOTIFICATION OF AMENDMENT AND CHANGES TO THE AERODROME MANUAL .....	12
6.2	NORMAL PROCEDURE FOR AMENDING THE AERODROME MANUAL .....	12
6.3	SPECIAL PROCEDURE FOR AMENDING THE AERODROME MANUAL .....	13
6.4	SITUATIONS REQUIRING THE AMENDMENT OF AN AERODROME MANUAL .....	13
6.5	PUBLICATION OF THE AMENDMENT TO THE AERODROME MANUAL.....	14
6.6	APPROVAL BY THE SLCAA OF AN AMENDMENT TO THE AERODROME MANUAL.....	14

## **1 GENERAL**

Sierra Leone Civil Aviation Authority Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority.

Information considered directive in nature is described in this AC in terms such as “shall” and “must”, indicating the actions are mandatory. Guidance information is described in terms such as “should” and “may” indicating the actions are desirable or permissive, but not mandatory.

### **1.1 Purpose**

This Advisory Circular provides methods, acceptable to the Authority, for showing compliance with SLCAR Part 14C, as well as explanatory and interpretative material to assist in showing compliance.

### **1.2 Applicability**

This AC is designed to give guidance to an aerodrome operator for the preparation and maintenance of an Aerodrome Manual.

### **1.3 Description of Changes**

This AC is the first to be issued on this subject

### **1.4 References**

- (a) SLCAR Part 14C – Certification of Aerodromes
- (b) SLCAA-AC-AGA001-Rev. 01 – Certification of Aerodromes

### **1.5 Cancelled Documents**

Not Applicable

## **2 PURPOSE AND SCOPE OF THE AERODROME MANUAL**

The aerodrome manual is a fundamental requirement of the certification process. It should contain all pertinent information concerning the aerodrome site, facilities, services, equipment, operating procedures, organisation and management including the safety management system. The information presented in the aerodrome manual should demonstrate that the aerodrome conforms to certification standards and that there are no apparent shortcomings which would adversely affect the safety of aircraft operations.

The manual shall serve as a reference document and should provide a checklist of the aerodrome certification standards to be maintained and the level of airside services at the aerodrome. Information provided in the aerodrome manual will enable the Authority to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's fitness to hold an aerodrome certificate / Licence.

It also serves as a basic reference guide for conducting site inspections for granting an aerodrome certificate and for subsequent safety oversight audits/inspections. The aerodrome manual is a reference document agreed between the aerodrome operator and the Authority with respect to the standards, conditions and the level of service to be maintained at the aerodrome. The applicant for an aerodrome certificate, is entirely responsible for the accuracy of the information provided in the aerodrome manual.

### **2.1 Introduction**

The preparation of the Aerodrome Manual shall be in the form as specified in the SLCAR Part 14C. The Manual shall be comprehensive; and shall contain detailed operations policies, standard operating procedures of the Aerodrome Operator, stipulations of the requirements contained in SLCAR Part 14C and other guidance issued by the Authority from time to time. Notwithstanding the guidelines of this circular, the Aerodrome Operator may include in the Aerodrome Manual additional procedures to be adopted by them in-order to enhance surveillance and safety of operations.

### **2.2 Preparation of Aerodrome Manual**

Every owner or operator responsible for operations of a civil aerodrome shall prepare an Aerodrome Manual in respect of such aerodrome, and submit 2 copies of it along with the application for the issue of an aerodrome certificate/licence. An Aerodrome Manual shall:

- (i) be typewritten or printed;
- (ii) be signed by the Aerodrome Operator / Aerodrome Accountable Manager or person in charge for day to day operation of aerodrome;
- (iii) be in a format that is easy to revise;
- (iv) have a statement of approval by the Authority.
- (v) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
- (vi) be organized in a manner that will facilitate the preparation, review and approval process.

### **2.3 Location of the Aerodrome Manual**

- (a) The aerodrome operator shall provide the Authority with a complete and current copy of the aerodrome manual.
- (b) The aerodrome operator must keep at least one complete and current approved copy of the aerodrome manual at the aerodrome, and one copy at the operator's principal place of business if other than the aerodrome.

- (c) The aerodrome operator must make the copy referred to in b. above, available for inspection by Authorised personnel of the Authority.

## **2.4 Particulars to be Included in An Aerodrome Manual**

The Aerodrome Manual shall include at least the following elements:

### **2.4.1 Introduction**

- (a) Front Title page containing; Aerodrome name, address, date (month & year) of issue;
- (b) Preface shall include the objective, policy and commitment of the Aerodrome Operator, and shall be signed by the Airport's Accountable Manager / or person in charge for the day to-day operations of aerodrome;
- (c) Record of Amendments;
- (d) Table of Contents;
- (e) Distribution List of the Manual;
- (f) Procedures for amendment of the Manual;
- (g) Glossary of Terms.
- (h) Name and address of the aerodrome operator
- (i) Name and address of the accountable Executive

### **2.4.2 Part 1 - General**

General information, including the following:

- (a) purpose and scope of the Aerodrome Manual;
- (b) the legal requirement for an Aerodrome Certificate/Licence and an Aerodrome Manual as prescribed in the national regulations;
- (c) conditions for use of the aerodrome – a statement to indicate that the aerodrome shall at all times when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available Aeronautical Information Services and procedures for timely and accurate promulgation of AIP Amendment, AIP Supplement or NOTAM;
- (e) the system for recording aircraft movements;
- (f) obligations of the aerodrome operator; and
- (g) Coordination policy or letters of agreement between ATS and Aerodrome operator areas of coordination such as Aerodrome Emergency planning, Aerodrome condition reporting, Aerodrome Vehicle Operations.

### **2.4.3 Part 2 - Particulars of the Aerodrome Site**

General information, including the following:

- (a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries;
- (c) plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- (d) Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents, particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

## **2.4.4 Part 3 - Particulars of the Aerodrome required to be reported to the Aeronautical Information Service (AIS).**

### **2.4.4.1 General Information**

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (d) the aerodrome elevation and geoid undulation;
- (e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature;
- (g) details of the aerodrome beacon; and
- (h) the name of the aerodrome operator and the address and telephone number at which the aerodrome operator may be contacted at all times.

### **2.4.4.2 Aerodrome Dimensions and related Information**

General information, including the following:

- (a) Runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) length, width and surface type of strip, runway end safety areas, stopways;
- (c) length, width and surface type of taxiways;
- (d) apron surface type and aircraft stand;
- (e) clearway length and ground profile;
- (f) visual aids for approach procedures, viz, approach lighting type and visual approach slope indicator system (PAPI/ APAPI); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting.
- (g) the location and radio frequency of VOR aerodrome checkpoints;
- (h) the location and designation of standard taxi routes;
- (i) the geographical coordinates of each threshold;
- (j) the geographical coordinates of appropriate taxiway centre line points;
- (k) the geographical coordinates of each aircraft stand;
- (l) The geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in SLCAR's Part 4 and 15);
- (m) pavement surface type and bearing strength using the Aircraft Classification Number Pavement Classification Number (ACN-PCN) method;
- (n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (o) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- (p) disabled aircraft removal plan: the telephone numbers and email address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area,

information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and

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

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

## **2.4.5 Part 4 - Particulars of the Aerodrome Operating Procedures and Safety Measures**

### **2.4.5.1 Aerodrome Reporting**

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMS, including the following:

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

### **2.4.5.2 Access to the Aerodrome Movement Area**

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

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

### **2.4.5.3 Aerodrome Emergency Plan**

Particulars of the aerodrome emergency plan, including the following:

- (a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations;
- (b) details of test for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organizations, agencies and persons of authority, both on- and off airport, for site roles; their telephone numbers, e-mail addresses and the radio frequencies of their offices;
- (e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- (f) the appointment of an on-scene commander for the overall emergency operation.

#### **2.4.5.4 Rescue and Fire-Fighting**

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome

*Note - This subject should also be covered in appropriate detail in the Aerodrome Emergency Plan.*

#### **2.4.5.5 Inspection of the Aerodrome's Movement Area and Obstacle Limitation Surface by the Aerodrome Operator**

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- (a) arrangement for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- (b) arrangement and means of communicating with the aerodrome air traffic control services during an inspection;
- (c) arrangements for keeping an inspection logbook, and the location of the logbook;
- (d) details of inspection intervals and times;
- (e) inspection checklist;
- (f) arrangement for reporting the results of inspections and for taking prompt follow up actions to ensure correction of unsafe conditions;
- (g) the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours;
- (h) procedure to monitor and report the condition of movement areas;
- (i) procedures to report the presence of water on runway; and
- (j) procedures to report slippery runway condition.

#### **2.4.5.6 Visual Aids and Aerodrome Electrical Systems**

Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following:

- (a) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspection;
- (b) arrangements for recording the results of inspections and for taking follow up action to correct deficiencies;
- (c) arrangements for carrying out routine maintenance and emergency maintenance;
- (d) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure;
- (e) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours;
- (f) submission of signs, lighting plans and SMGCS; and
- (g) procedure to prevent aircraft from entering permanently closed runways and taxiways.

#### **2.4.5.7 Maintenance of the Movement Area**

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- (a) arrangements for maintaining the paved areas;
- (b) arrangements for maintaining the unpaved runways and taxiways;



- (c) arrangements for maintaining the runway and taxiway strips; and
- (d) arrangements for the maintenance of aerodrome drainage.

#### **2.4.5.8 Aerodrome Works - Safety**

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

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

#### **2.4.5.9 Apron Management**

Particulars of the apron management procedures, including the following:

- (a) arrangements between air traffic control and the apron management unit;
- (b) arrangements for allocating aircraft parking positions;
- (c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (d) marshalling service; and
- (e) leader (van) service.

#### **2.4.5.10 Apron Safety Management**

Procedures to ensure apron safety, including:

- (a) protection from jet blasts;
- (b) enforcement of safety precautions during aircraft refueling operations;
- (c) apron sweeping;
- (d) apron cleaning;
- (e) arrangements for reporting incidents and accidents on an apron; and
- (f) arrangements for auditing the safety compliance of all personnel working on the apron.

#### **2.4.5.11 Airside Vehicle Control**

Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following:

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

#### **2.4.5.12 Wildlife Hazard Management**

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following:

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

#### **2.4.5.13 Obstacle Control**

Particulars setting out the procedures for:

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

#### **2.4.5.14 Removal of Disabled Aircraft**

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:

- (a) the roles of the aerodrome operator and the holder of the aircraft certificate/licence of registration;
- (b) arrangements for notifying the holder of the certificate/licence of registration;
- (c) arrangements for liaising with the air traffic control unit;
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

#### **2.4.5.15 Handling of Hazardous Materials**

Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:

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

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

#### **2.4.5.16 Low-Visibility Operations**

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

#### **2.4.5.17 Protection of Sites for Radar and Navigational Aids**

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- (a) arrangements for the control of activities in the vicinity of radar and Navaids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and

- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

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

- (i) when, or in what circumstances, an operating procedure is to be activated;*
- (ii) how an operating procedure is to be activated;*
- (iii) actions to be taken;*
- (iv) the persons who are to carry out the actions; and*
- (v) the equipment necessary for carrying out the actions, and access to such equipment.*

*Note 2 - If any of the procedures specified above are not relevant or applicable, the reason shall be given.*

## **2.4.6 Part 5 - Aerodrome Administration and Safety Management System**

### **2.4.6.1 Aerodrome Administration**

Particulars of the aerodrome administration, including the following:

- (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- (c) airport committees.

### **2.4.6.2 Safety Management System (SMS)**

Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

- (a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- (b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards in SLCAR Part 14A;
- (d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system shall enable easy retrieval of records including charts;

- (i) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and
- (j) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

### **3 EXEMPTIONS**

If the Authority exempts the aerodrome operator from complying with any requirements set out in the Regulations, the aerodrome operator must show the identifying number given to that exemption by the Authority, the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

If a particular is not included in the aerodrome manual because it is not applicable to the aerodrome, the aerodrome operator must state in the manual the reasons for the non-applicability of the particular.

### **4 MAINTENANCE OF THE AERODROME MANUAL**

The aerodrome owner / operator shall:

- (a) Keep the Aerodrome Manual current at all times;
- (b) Maintain at least one complete, updated current copy of its approved Aerodrome Manual at the aerodrome;
- (c) Provide copy of the approved Aerodrome Manual to all the concerned units;
- (d) The numbering of the pages and paragraphs shall be systematic and in order, to facilitate reference;
- (e) The standard of printing, binding and duplication shall be such that the aerodrome manual remains intact and legible during normal use and amendments can be inserted easily;
- (f) For the purpose of uniformity and to facilitate examination and review of the structure and the contents of an Aerodrome Manual. The guidelines stated in e. above shall be strictly adhered to.
- (g) The Aerodrome Operator shall be responsible for maintaining the accuracy and updating of the information contained in the Aerodrome Manual
- (h) For small aerodromes, the Aerodrome Manual can be simple and brief as long as it covers procedures and responsibilities essential for satisfactory day- to-day operations. However, the manual shall include all the contents paragraphs. While preparing the Aerodrome Manual, in case of non-applicability of a contents paragraph, “intentionally left blank” shall be type written to clearly indicate such condition.
- (i) At large aerodromes if the aerodrome owner/operator finds that the size and complexity of operations and related procedure is huge and it cannot be easily included in a single document, in such circumstances it will be acceptable if the aerodrome owner/operator identify and give reference within the Aerodrome Manual of the procedures which are not included within it and have been kept separately.
- (j) The information contained in an Aerodrome Manual shall demonstrate that the aerodrome conforms to the standards necessary for ensuring safety of aircraft operations.
- (k) The Aerodrome Manual information will enable the Authority in assessing the suitability of the aerodrome for permitting a particular level of aircraft operation there at. This information shall also be the basic reference for safety inspections. During the inspection by the officer of Authority, a copy of the Aerodrome Manual shall be made available to the inspection/audit team.

## **5 THE AUTHORITY'S APPROVAL OF THE AERODROME MANUAL.**

The Authority shall approve the aerodrome manual and any amendments thereto, provided these meets the requirements of the SLCAR Part 14 C.

## **6 PROCEDURE FOR UPDATING THE AERODROME MANUAL**

### **6.1 Notification of Amendment and Changes to the Aerodrome Manual.**

The aerodrome manual is a living document and is subject to amendment in order to ensure that it provides current and accurate information. The aerodrome certificate holder is therefore responsible for the amendment of the manual and for notifying the Authority of any such amendments. The content of an aerodrome manual shall be treated with due respect to the confidentiality requirements of the Authority.

The operator of a certified aerodrome may alter or amend the aerodrome manual whenever necessary in order to maintain accuracy of the information in the manual. The Authority may also issue a written directive to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.

The aerodrome operator shall notify the Authority of any changes he wishes to make to the aerodrome manual. The owner /operator of the licensed aerodrome shall:

- (a) Ensure that each copy of the manual is numbered and a list of holders is maintained, by the person responsible for the issue of amendments. An amendment page is made available for recording the amendments numbers, date of incorporation, signature of persons amending and affecting the changes, in the front of each volume.
- (b) Always make changes or addition by additional or replacement page on which the amended material is clearly identified.
- (c) Shall supply copies of any amendments/ changes made in the Aerodrome Manual as per the distribution list within a period of 15days.

### **6.2 Normal procedure for amending the aerodrome manual**

- (a) The operator of a certified/licensed aerodrome must periodically amend the aerodrome manual or upon request from the SLCAA, confirm its status at least once a year.
- (b) The confirmation of its status will be made by formal letter addressed to the SLCAA, the letter is accompanied by the checklist filled in and signed by the Responsible Manager of the aerodrome operator.
- (c) The aerodrome operator must formally define a procedure for updating its aerodrome manual. This procedure must indicate:
  - (i) when and in what circumstances to initiate the procedure;
  - (ii) how to initiate the procedure;
  - (iii) the measures to be taken;
  - (iv) the persons who will take the measures;
  - (v) the means to be used (materials necessary to make the measures and access to these materials);
  - (vi) The process should;
    - a) indicate the persons who can trigger the amendment of an aerodrome manual;
    - b) identify the changes, modifications which should lead to the amendment of an aerodrome manual;
    - c) categorize the changes or modification in level: minor or major change;
    - d) define the actions required for each type of change or modification and the persons empowered to trigger these actions;

- e) identify the means and tools to be used for the triggering, updating, distribution of amendments, their insertion in the aerodrome manual;
- f) mention the control sheets clearly explaining the content of the changes to be made and indicating the chapter, section, subsection and page(s) to be replaced;
- g) formalize the mechanism for disseminating the updated version of a manual to all parties concerned;
- h) formalize the mechanism for destroying an aerodrome manual that is no longer up to date.

### **6.3 Special procedure for amending the aerodrome manual**

- (a) The Director General, Sierra Leone Civil Aviation Authority (SLCAA) may decide in certain observed cases, after cross-examination, that:
  - (i) the publication of major amendments to the aerodrome manual was not subject to the prior approval of SLCAA;
  - (ii) errors, inaccurate information, information without supporting evidence are published;
  - (iii) the change management procedure is not followed correctly;
  - (iv) the publication is not made within the stipulated deadlines;
  - (v) the aerodrome Safety Management System did not sufficiently monitor publications;
  - (vi) aerodrome manuals are not properly amended after a new amendment is issued.
- (b) The Director General, SLCAA may require or compel, the operator of an aerodrome to amend the aerodrome manual;
- (c) The Director General, SLCAA may require the amendment of an aerodrome manual following the justified amendment of IS 4.4 of SLCAR Part 14C

The Authority will periodically ensure that the approved aerodrome manual contains up-to-date information and is in line with the changes and modifications made to the installations, equipment, procedures and management system of airport activities.

Verification of the information in the approved aerodrome manual is done once (01) a year in order to ensure that the aerodrome manual contains accurate, up-to-date and published information in the AIP in accordance with the reality on the ground.

### **6.4 Situations requiring the amendment of an aerodrome manual**

The non-exhaustive list of situations listed below must lead to the amendment of an aerodrome manual;

- (a) Modification of the physical characteristics of the aerodrome (length, width of runway, runway strip, RESA, permanent runway closure, type of road surface, taxiways etc.);
- (b) Change of the aerodrome reference code;
- (c) Change of organization structure or key personnel;
- (d) Modification of the physical configuration of the aerodrome;
- (e) Modification of the risk matrix relating to safety management;
- (f) Change of a company policy (safety policy, quality policy, etc.);
- (g) Modification of equipment, tools, standard operating procedures (SOPs), checklists made available to staff;
- (h) Modification or establishment of service roads;
- (i) Abolition of certain airport services, Creation of new airport services;
- (j) Modification of the approach category on the airport;

- (k) Removal and installation of new airport equipment;
- (l) Modification or installation of luminous markings;
- (m)Erection or removal of significant obstacles in the clearance surfaces;
- (n) Change in magnetic declination or orientation of runway;
- (o) Modification of interfaces and coordination agreement established with other organizations working on the aerodrome;
- (p) Modification of the aerodrome plan;
- (q) Modification of the structure and contents of the aerodrome manual and its related SOPs;
- (r) Modification required by the amendment of the Civil Aviation Act in-force and the Sierra Leone Civil Aviation Regulations;
- (s) Expiration of the validity of a granted exemption/waiver;
- (t) Change of name of the airport;
- (u) Change of name of the aerodrome operator;
- (v) A change occurs in the use or operation of the aerodrome;
- (w) Changes are made to the physical boundaries of the aerodrome;

## **6.5 Publication of the amendment to the aerodrome manual**

- (a) Before the amendment to the aerodrome manual can be published, the operator must obtain formal approval from the SLCAA. To this end, the operator will submit the proposed modifications for approval to the SLCAA, at least one (01) month before the planned publication date.
- (b) SLCAA can react in three ways to a publication proposal:
  - (i) It accepts the proposed amendment to the aerodrome manual. the amendment can then be published;
  - (ii) It accepts the proposed amendment to the aerodrome manual provided that the operator implements the recommendations made by the SLCAA. The aerodrome manual may be published afterwards;
  - (iii)It does not accept the proposed amendment to the aerodrome manual and it cannot be published.

In the last two cases, the SLCAA gives reasons for its decision.

- (c) When necessary to ensure safety, the operator may issue an amendment unilaterally (i.e. without SLCAA's prior approval). This decision must be accompanied by a statement of reasons. The pages containing the amendments will be published in such a way that they can be clearly distinguished from the normal pages. During the next planned amendment procedure, the emergency amendment must be formally submitted for approval to the SLCAA.

## **6.6 Approval by the SLCAA of an Amendment to the Aerodrome Manual**

- (a) Before approving the amendment to the manual, the SLCAA will evaluate the proposed amendment and its impact on safety. To this end, a review of the proposed amendment to the aerodrome manual is carried out by the inspectors to ensure that the proposed amendment contains all the information required.
- (b) When the evaluation of the proposed amendment to the manual is accepted by the SLCAA, an inspection is carried out on site to verify the compliance of the aerodrome installations, equipment and services relating to the proposed amendment to the aerodrome manual.

*Guidance for the Preparation and Maintenance of an Aerodrome Manual*

- (c) If no findings are reported or once the corrective action plans have been accepted, the SLCAA approves the proposed amendment to the aerodrome manual and notifies said approval to the aerodrome operator.