

**AERONAUTICAL INFORMATION CIRCULAR - MOÇAMBIQUE**  
**MOZAMBIQUE CIVIL AVIATION AUTHORITY**  
**INFRASTRUCTURE AND AIR NAVIGATION DIRECTION**

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AIC - International  
05/18  
17 September

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## ADVISORY

### AERODROME MANUAL ADMINISTRATION AND AMENDMENT PROCEDURES

#### 1. AUTHORITY

This Circular is issued under the authority of the Chairman of the Board of Directors of the Civil Aviation Institute of Mozambique (IACM), pursuant to Article 19 of Law N° 05/2016 of 14 June and Article 9 of Decree 70/2016 of 30 December.

#### 2. OBJECTIVE

The purpose of this Advisory Circular is issued to provide guidance information on **Administration, Preparing and Submitting an Amendment of the Aerodrome Manual** to the Authority for approval in accordance with the Regulations.

#### 3. REFERENCES

- 1) MOZ CAR 139
- 2) MOZ CATS 139, Volume I
- 3) Anexo 14, Vol I
- 4) Doc 9774 – Manual on Certification of Aerodromes, First Edition
- 5) Doc 9981 – Procedures for Air Navigation Services, First Edition

#### 4. APPLICABILITY

The **Guidance Materials**, apply to all **Aerodrome Operators**, who operate in Mozambique.

## 5. AERODROME MANUAL ADMINISTRATION PROCEDURES

### 5.1 Responsibilities for Updating the Aerodrome Manual

1. The operator of an aerodrome must ensure that the Aerodrome Manual is checked at least once a year in order to ensure that the operational procedures applied at the Aerodrome are always properly described in the Aerodrome Manual.
2. The operator of an aerodrome must alter or amend the aerodrome manual, whenever necessary, in order to maintain the accuracy of the information in the manual.
3. The responsibility for maintaining the accuracy of the aerodrome manual must be clearly defined in the manual.
4. The method of enabling all aerodrome operating staff to have access to the relevant parts of the manual must be defined and can be demonstrated.

*Note: A method of tracking amendments and ensuring their receipt should be established when using an electronic means of distribution.*

### 5.2 Responsibilities of the Instituto de Aviação Civil de Moçambique (IACM)

To maintain the accuracy of the aerodrome manual, the IACM may issue a written directive to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.

## 6. AMENDMENT PROCEDURES

1. The Aerodrome Manual will be reviewed by the aerodrome manager, and amended as required in order to reflect actual aerodrome conditions.
2. All amendments to the manual shall be sent to the certifying authority for approval and a copy will subsequently be sent to each holder of this manual. Each amendment will be identified by serial number and the date, at the bottom of the page.
3. Temporary amendments will be published by NOTAMS.
4. Any major amendment shall be co-ordinated beforehand with the certifying authority.
5. Also, amendments will be properly recorded by the aerodrome manager:
  - a) Each page shall identify the amendment number and the date at the bottom of the page;

- b) When the manual is amended, two copies shall be sent to the IACM together with instructions pertaining to the modification.
- 6. After IACM approval, one copy of the amendment shall be kept in the IACM Library, and the other copy shall be signed and returned to the aerodrome manager for distribution to holders of the manual. Modifications since the last amendment shall be identified by a black line or arrow in the right margin.
- 7. Any amendments or additions should be communicated to the State in accordance with the continued oversight requirements established by the State.

## **7. AMENDMENT CONTROL IN FORCE**

It is incumbent upon the Manager of Aerodrome, to ascertain that the manual is maintained up to date by making the pertinent amendments and publishing them. The operations officer is also responsible for maintaining an efficient control procedure for these amendments and to specify in this manual the manner in which this control will be maintained.

### **7.1. List of Pages in Effect – Aerodrome Manual**

The list of pages in effect is used for controlling the updating of the Aerodrome Manual. The revision number can be found for each page of the document. For each revision of the Aerodrome Manual, a new list of pages in effect will be issued. Modifications will be published on a control sheet. Instructions will be given as to what sheet shall be removed and what sheets shall be inserted in the manual. These control sheets will be numbered consecutively and dated. Below is an example of such a control sheet.



AMENDMENT TO THE AERODROME MANUAL – XYZ AERODROME			
CONTROL SHEET NO.	1	DATE	JULY 1ST, 2010
To : (name of the Aerodrome Manual holder)			
Please proceed with the following modifications :			
1.	Chapter 1: Replace page 3. List of effective pages.		
2.	Chapter 3: Replace pages 12 and 13.		
3.	Chapter 4: Replace pages les pages 22 to 25 and 32.		
4.	Chapter 5: Replace pages 44 and 51.		
Aerodrome Manager:			

Upon receipt of a control sheet, the Aerodrome Manual holder will follow the procedure below:

- To read the instructions carefully.
- To check the pages attached to the control sheet to make sure they have all been received.
- To remove and to destroy the pages to be replaced.
- To insert the new pages as indicated on the control sheet.
- To record on the Amendment Record Sheet (Aerodrome Manual) the following information:
  - The revision number as shown on the control sheet;
  - The revision date as shown on the control sheet.
  - The date the modification was inserted in the Aerodrome Manual.
  - The name, in square letters, of the person having inserted the modification.
  - The signature of the person doing the modification.

In doing so, the person should check if the previous modification has been received, inserted in the manual and recorded.

- Should a revision be missing, a request should be made to the Aerodrome Certificate holder.
- Once the revision is completed, the control sheet will be kept at the end of the present section.
- If a modification has not been received, a request shall be addressed to the appropriate Aerodrome authority.

## 8. **“CONTROL SHEET” ARCHIVING**

The Aerodrome Manual holders are invited to keep the “control sheets”. They can be inserted consecutively just after the «Record of Modifications» in the Aerodrome Manual.

## NOTES ON THE PRESENTATION OF THE AMENDMENT TO AERODROME MANUAL

The text of the amendment is arranged to show deleted text with a line through it and new text highlighted with grey shading, as shown below:

~~Text to be deleted is shown with a line through it.~~

text to be deleted

New text to be inserted is highlighted with grey shading

new text to be inserted

~~Text to be deleted is shown with a line through it~~ followed by the  
replacement text which is highlighted with grey shading

new text to replace existing text

# AERODROME MANUAL DISTRIBUTION LIST SAMPLE

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## List of « Effective Pages » Sample.

## LIST OF PAGES IN EFFECT

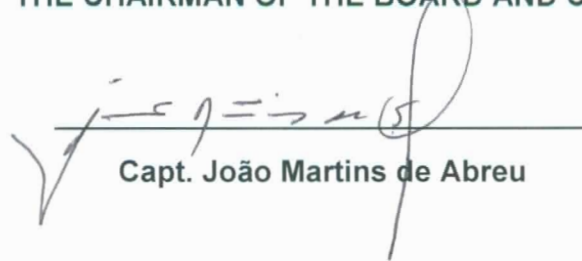
Number: 0

Date:

[illegible]



**MOZAMBIQUE CIVIL AVIATION AUTHORITY**  
**THE CHAIRMAN OF THE BOARD AND CEO**



Capt. João Martins de Abreu