



19<sup>th</sup> October, 2018

# Manual of Aerodrome Certification Procedures

Instituto de Aviação Civil  
de Moçambique (IACM)

Document number: IACM-AGA-301-001  
Fourth Edition, 19<sup>th</sup> October 2018

## FOREWORD

This « Manual of Aerodrome Certification Procedures » is published under the authority of the Chairman of the Board and Chief Executive Officer of the Instituto de Aviação Civil de Moçambique (IACM).

This is the Fourth edition of this Manual. The “Manual of Aerodrome Certification Procedures” has been modified in order to include an “operational procedures”. Consequently the numbering of the following pages has been modified. Therefore, this edition of the “Manual of Aerodrome Certification Procedures” is considered as the third edition of IACM guidance material on the subject of “Aerodrome Certification”.

This “Manual of Aerodrome Certification Procedures” is intended for the regulating authority staff as well as for the aerodrome operator’s staff.



## APPROVAL

The Instituto de Aviação Civil de Moçambique (IACM), the Civil Aviation Regulator in Moçambique, approves this “Manual of Aerodrome Certification Procedures” for the use and guidance of both the Aerodrome Inspectors and the Aerodrome Operator's staff in the performance of their duties.

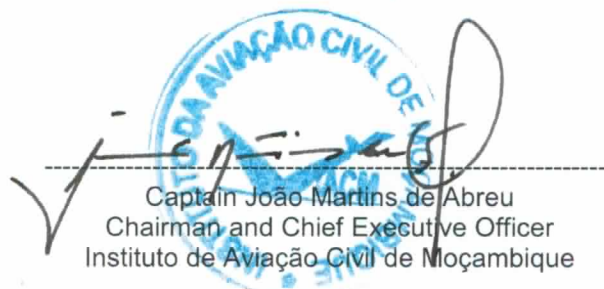
It is a fact that not all matters pertaining to aerodrome certification as it relates to inspectors and operator's duties and obligations cannot be fully covered in a manual. It is expected that staff involved in the aerodrome certification process will use good judgment in matters where specific guidance is incomplete or missing. Changes in aviation technology, legislation and within the industry will necessitate changes to certification requirements.

Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of Air Navigation, Instituto de Aviação Civil de Moçambique (IACM):

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Maputo, 19<sup>th</sup> October 2018

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## Amendment Record

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The list of pages in effect will help keeping up to date the Manual of Aerodrome Certification Procedure. It does contain the last effective revision number for each page. So, for each revision of the Manual of Aerodrome Certification Procedures, a new list of pages in effect must be issued.

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# **1. Introduction**

## **1.1. Objective**

This guide contains a description of the applicable regulatory framework in the Republic of Mozambique for the certification of aerodrome. In order to ensure that the regulatory framework is uniformly implemented, this Guide also contains the applicable procedures for the processing of the application for certification, cancellation, transfer or surrender by an aerodrome operator. For completeness, the Guide also contains procedure to be followed when an aerodrome certificate is to be suspended or cancelled as part of the enforcement procedure that IACM applies.

The objective of this guide is to make sure that the Aerodrome Certification process is uniformly understood by all those involved in the process, i.e. Aerodrome operator staff and the Instituto de Aviação Civil de Moçambique staff as well.

## **1.2. Definition of Aerodrome Certification**

The Aerodrome certification is the issuance by the Instituto de Aviação Civil de Moçambique to an Aerodrome operator of a certificate in accordance with the MOZ-CARS 139.4.1 and MOZ-CATS 139.1.4. An Aerodrome Certificate is issued following the Aerodrome Operator request to be certified, to its acceptance by the IACM, the approval of the Aerodrome Manual, including the Safety Management System and the successful certification inspection visit.

## **1.3. Requirements for Aerodrome Certification**

In order to discharge their overall responsibility under the Civil Aviation Convention (Convention of Chicago) the Republic of Mozambique has enacted the MOZ-CARS 139, the Primary Law, in which all aerodromes used for international operations shall be certified. In addition the Republic of Mozambique has developed and published Aerodrome Standards and Operational Requirements, MOZ-CATS 139, Volume I which specifies the standards that an aerodrome shall comply for eligibility for certification. These are by and large consistent with the provisions in the ICAO Annex 14, Volume I. The inclusion of a requirement for the certification of aerodromes in the Aerodrome regulations of the Republic of Mozambique will ensure that Aerodrome operators meet their obligations in accordance with the terms and conditions of the Aerodrome certificate. It also vests IACM, the regulatory authority, with the necessary powers to enforce compliance of the regulations to fulfill its obligation for safety oversight in accordance with the Chicago Convention on International Civil Aviation.

As safety, regularity and efficiency of air transportation in the Republic of Mozambique is of paramount importance, the requirement for Aerodrome certification should apply equally to government departments operating State-owned aerodromes. Similarly,

aerodromes operated by entities such as Aerodrome authorities or corporations owned totally or partially by a State and aerodromes owned and operated by provincial governments, cities and municipalities are not exempt from Aerodrome certification requirements.

## **2. Aerodrome Certification Law and Regulation Framework**

### ***2.1. The International Obligations***

#### **2.1.1. International Civil Aviation Convention**

Article 15 of the Chicago Convention on International Civil Aviation requires that all aerodromes open to public use under the jurisdiction of a Contracting State<sup>1</sup> should provide uniform conditions for the aircraft of all other Contracting States. These uniform conditions also apply to all aircraft from any contracting States using Aerodrome installations and services, including radio electric and meteorological services, set up for public use and for the safety, regularity and efficiency of air navigation.

Furthermore, Articles 28 and 37 oblige each State to provide, in its territory, Aerodromes and other air navigation facilities and services in accordance with the Standards and Recommended Practices (SARPs) developed by ICAO. Volume I of Annex 14 to the Convention contains SARPs on the subject of Aerodrome design and operation. Responsibility for ensuring safety, regularity and efficiency of aircraft operations at aerodromes under their respective jurisdictions rests with individual States. It is therefore essential that whenever the operation of Aerodromes is delegated to an operator, the State retain its overseeing responsibility and ensure that the operator complies with the relevant ICAO SARPs and/or applicable national regulations.

The most effective and transparent means of achieving these objectives are to:

- 1) Establish a separate safety oversight entity and a well-defined safety oversight mechanism, supported by appropriate legislation, to carry out the functions of certification and safety regulation of aerodromes;
- 2) Implement an Aerodrome certification procedure whereby a State certifies an Aerodrome through the approval/acceptance of the Aerodrome Manual submitted by the Aerodrome operator.

#### **2.1.2. Annex 14, Volume I - Aerodrome Design and Operations**

Articles 1.4.1, 1.4.3, 1.4.4, below are from Volume I, Annex 14. They establish the requirements vis-à-vis the Aerodrome certification and the establishment of a Safety

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<sup>1</sup> Everywhere in this guide, the term « State » means the fundamental authority who establishes a Civil Aviation Authority. This Civil Aviation Authority having jurisdiction over civil aviation matters within the framework of the national legislation.

Management System (SMS), approved by the State. Annex 19 – Safety Management contains the safety management provisions applicable to certified aerodromes. These articles are the backbone of The Republic of Mozambique Aerodrome laws and regulations.

1.4.1 States shall certify aerodromes used for international operations in accordance with the specifications contained in this Annex as well as other relevant ICAO specifications through an appropriate regulatory framework.

1.4.2 **Recommendation.**— *States should certify aerodromes open to public use in accordance with these specifications as well as other relevant ICAO specifications through an appropriate regulatory framework.*

1.4.3 The regulatory framework shall include the establishment of criteria and procedures for the certification of aerodromes.

1.4.4 As part of the certification process, States shall ensure that an Aerodrome Manual which will include all pertinent information on the Aerodrome site, facilities, services, equipment, operating procedures, organization and management including a safety management system, is submitted by the applicant for approval / acceptance prior to granting the Aerodrome certificate.

## **2.2. National Legislative and Regulatory Framework**

The following documents constitute the Aerodrome certification national legislative and regulatory framework of the Republic of Mozambique:

### **2.2.1. Law**

Lei da Aviação Civil de Moçambique.

### **2.2.2. Regulations**

Regulamento de Aviação Civil de Moçambique MOZ-CAR 139 Construção, Licenciamento e Certificação de aeródromos.

### **2.2.3. Technical Standards**

Mozambique Civil Aviation Technical Standards, Part 139, Volume I – Technical Standards and Aerodrome Operations Requirements

#### **2.2.4. Aeronautical Information Circulars**

1. 23/12 – Reviewing, accepting and approving manuals.
2. 31/12 – Control of persons and vehicles at aerodromes.
3. 36/12 – Safety Management System and occurrence reporting.
4. 01/13 – Radiotelephony procedures.
5. 04/13 – Mission statement for the head of aerodrome.
6. 08/13 – Procedures for changes to physical characteristics at aerodromes.
7. 09/13 – Friction testing and maintenance of paved runway surfaces.
8. 10/13 – Procedures for monitoring and reporting of conditions of movement areas.
9. 11/13 – Operational safety during works on aerodromes.
10. 12/13 – Procedures for apron management.
11. 13/13 – Procedures for apron safety.
12. 14/13 – Ground vehicle operations on aerodromes.
13. 15/13 – Procedures for protection of sites for navigational aids.
14. CT\_100\_002– Guidance material on conducting aeronautical studies and risk assessment.
15. 01/15 – Control of Obstacles for Aviation
16. 02/15 – Bearing Strength Measurement and Reporting and Criteria for Regulation of Aircraft With ACN Greater than The PCN.
17. 03/15 – Wildlife Hazard Management
18. CT 100-003 Safety Management System Implementation by Service Providers
19. AIC 01-17 Task Resources Analysis for Rescue and Fire-Fighting Service
20. 05/17 – Processo das cinco fases de certificação de aeródromos.
21. 02/18 – Preparation of Corrective Action Plan by Operator

### **3. Aerodrome Certification Procedures**

#### **3.1. *New Aerodromes vs Existing Aerodromes***

The Aerodrome Certification Procedures in the Republic of Mozambique are adapted from the guidance defined in the ICAO Document 9774<sup>2</sup> and comprises five (5) steps, as follows:

- 1) Dealing with the expression of interest by an intending applicant for the aerodrome certificate;
- 2) Assessing the formal application, including evaluation of the aerodrome manual;
- 3) Assessing the aerodrome facilities and equipment;
- 4) Issuing or refusing an aerodrome certificate; and
- 5) Promulgating the certified status of an aerodrome and the required details in the AIP.”

In most cases, the Aerodromes to be certified are existing Aerodromes which have been in operation for number of years.

In some rare cases, a new Aerodrome which needs to be certified, will have been built in a green field. In such rare cases, the procedures may be lengthy and the IACM will require to be more vigilant to ensure the compliance checklist submitted by the Aerodrome Operator wishing to be certified strictly applies and is in accordance with the applicable laws and regulations of the Republic of Mozambique. Such areas may include the reference to other agencies like the Ministry of Environment for Environmental Impact Assessment, National Institute of Meteorology for weather conditions and data, LEM for carryout pavement tests, CENACARTA for accuracy of coordinates, etc..

In other cases, an existing Aerodrome begins to receive international operations and therefore required to be certified in accordance with the MOZ-CAR 139. In such cases, the impacts will be much less from an environmental, controlled airspace and existing instrument procedures point of view. They should however be looked at carefully.

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<sup>2</sup> Manual on Certification of Aerodromes.

### **3.2. Process Summary**

The Aerodrome Certification Procedure is divided in five (5) phases, as mentioned above, each of them divided in a number of steps. The phases and steps shown on figure 3.1 are summarized below.

On the beginning of the certification process, the IACM should call a general meeting with the Aerodrome Operator during which the certification process requirements will be explained and some useful information regarding requirements will be communicated to the applicants.

#### **3.2.1. Phase 1: Expression of interest**

1. Aerodromes under Category IV in accordance with the MOZ-CAR 139.1.5 (a) must be certified before starting the operations. The expression of interest phase includes the assessment of flight operations by the IACM, in order to ensure that the operation of the aerodrome at the location indicated in the request will not compromise the safety of aircraft operations and evidence of the operator's financial standing operate and maintain the aerodrome.
2. If the results of the evaluation are positive, the IACM will inform the applicant in writing and request it to:
  - a) Submit an application requesting the Aerodrome Certification, in accordance with the requirements of the MOZCAR part 139, in the model prescribed by the IACM;
  - b) Obtain copies of relevant publications issued by other State institutions and ICAO;
  - c) Schedule a Technical Inspection in order to evaluate compliance with technical specifications related to aerodrome infrastructure and operations;
3. If the result of this evaluation is negative, then there is no need to proceed to the next phase, and the applicant for the certification is duly informed by invoking the MOZCAR 139.
4. The IACM will send a response note to the request of the applicant for the Aerodrome Certificate, which will include the name of the IACM contact person and the assessment cost estimate of the Aerodrome Manual.

#### **3.2.2. Phase 2: Assessment of the formal application**

1. The MOZCAR Part 139 specifies the responsibilities of the IACM before granting the Aerodrome Certificate. Specifies the requirements for aerodrome certification and the need to consider operational safety. The IACM must be satisfied that the aerodrome operator has the skills and experience to comply with the applicable regulations, order and guidelines of the Civil Aviation of Mozambique.

2. The applicant for the Aerodrome Certificate will prepare the Aerodrome Manual, in accordance with the procedures and model provided by the IACM, submit it in two (2) physical copies and in electronic format accompanied by:
  - a) A formal request on the model provided by the IACM;
  - b) Proof of payment of the estimated costs of evaluation of the Aerodrome Manual.
3. Upon receipt of the file, the IACM will make administrative checks to make sure that the file for Aerodrome certification is complete and acceptable.
4. IACM will review the Aerodrome Manual. At this stage the acceptance or refusal of the Aerodrome Manual will be considered from an administrative point of view only.
5. Prior to the approval/acceptance of the aerodrome manual, the IACM shall verify that:
  - a) the operator has submitted an application;
  - b) the aerodrome manual submitted by the aerodrome operator contains all the required information; and
  - c) all the procedures related to aerodrome certification that will be assessed by the on-site verification team are provided in the aerodrome manual.
6. If the file is complete and accepted, the IACM will inform, in writing, the applicant and will ask him to be prepared for the On-site verifications.
7. Should the file be incomplete, the IACM will inform the applicant what additional information is required or which areas of the file needs modifications before proceeding with the process.
8. Upon correction, the file shall be resubmitted to the IACM in the same conditions as described above.
9. The aerodrome operator should inform the IACM of any changes to the approved/accepted aerodrome manual between the time of the application for a certificate and the end of the on-site verification.

See document titled “Guide for the Preparation of the Aerodrome Manual” and “Aerodrome Manual Template” published separately under the authority of the Instituto de Aviação Civil de Moçambique (IACM).



### **3.2.3. Phase 3: On-site Verification**

After having made proper arrangements with the applicant, the IACM will organize and will proceed with the safety inspection at the aerodrome site. Prior to completion of the safety inspection and departure from site, IACM will call a meeting with the Aerodrome Operator (or a Representative) to outline the result of the inspection and to receive comments from the aerodrome operator if any. The IACM will then produce an inspection report listing, the items that do meet and those that do not meet the established requirements as per standards. The report is to be sent to the applicant in a paper copies and an electronic format as well.

Upon receipt of the report, the applicant must submit a Corrective Action Plan (CAP) outlining a programme for implementation of tasks and activities to correct the observations and assure compliance of standards. The detailed Corrective Action Plan shall be submitted to the IACM (paper and electronic versions), no later than thirty (30) days after the reception of the IACM report.

Not later than 15 days of receipt of the CAP and after review and acceptance of the CAP, the IACM shall communicate in writing to the Aerodrome Operator indicating intention to monitor implementation of the CAP activities.

Once the corrective measures have been applied, the applicant shall inform the IACM. The IACM will then decide if another Aerodrome inspection is required. If corrective actions are found to be inappropriate, the IACM will notify the applicant, in writing, accordingly.

### **3.2.4. Phase 4: Issuance or refusal**

When no findings are reported or once the corrective action plans are accepted, and mitigation measures are agreed upon, the IACM will issue the Aerodrome Certificate to the applicant (certificate holder). The certificate will contain information on the essential conditions prevailing at the aerodrome, which may include:

- a) Aerodrome reference coordinates;
- b) The aerodrome reference code;
- c) Aerodrome Operator name and address;
- d) Critical airplane type;
- e) The operational conditions for the accommodation of critical airplanes for which the facility is provided;
- f) RFF category;
- e) The operational restrictions at the aerodrome; and
- g) The authorized deviations related to aerodrome compatibility, their inherent operational conditions/restrictions and validity.

If on the other hand IACM determines that the specific national standards for certification have not yet been met, the Aerodrome Operator will be informed accordingly giving reasons for refusal of the certificate.

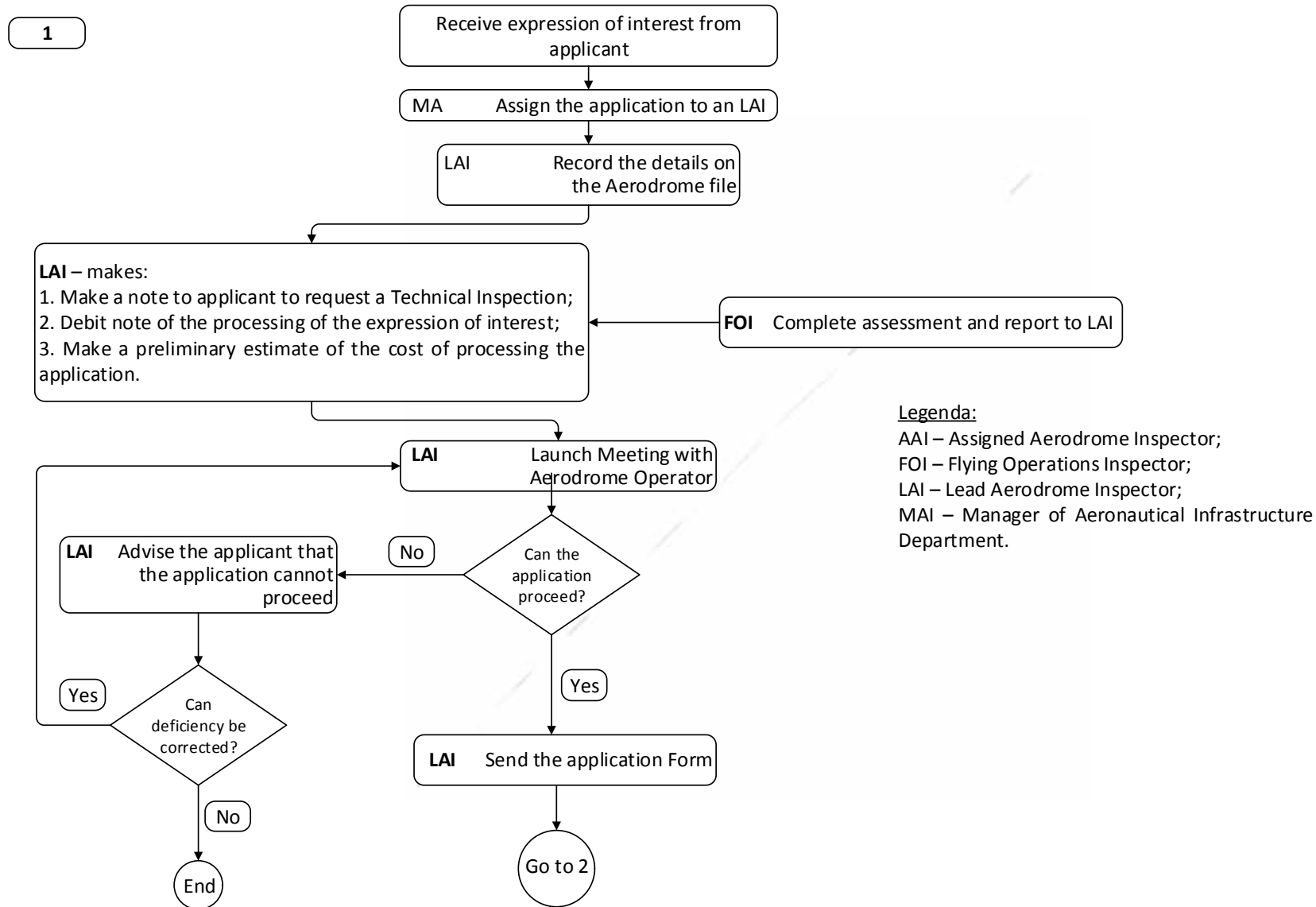
### **3.2.5. Phase 5: Publication**

Upon satisfactory completion of the certification process of an aerodrome, the aerodrome operator shall take all necessary actions for the publication of information in the Aeronautical Information Services.

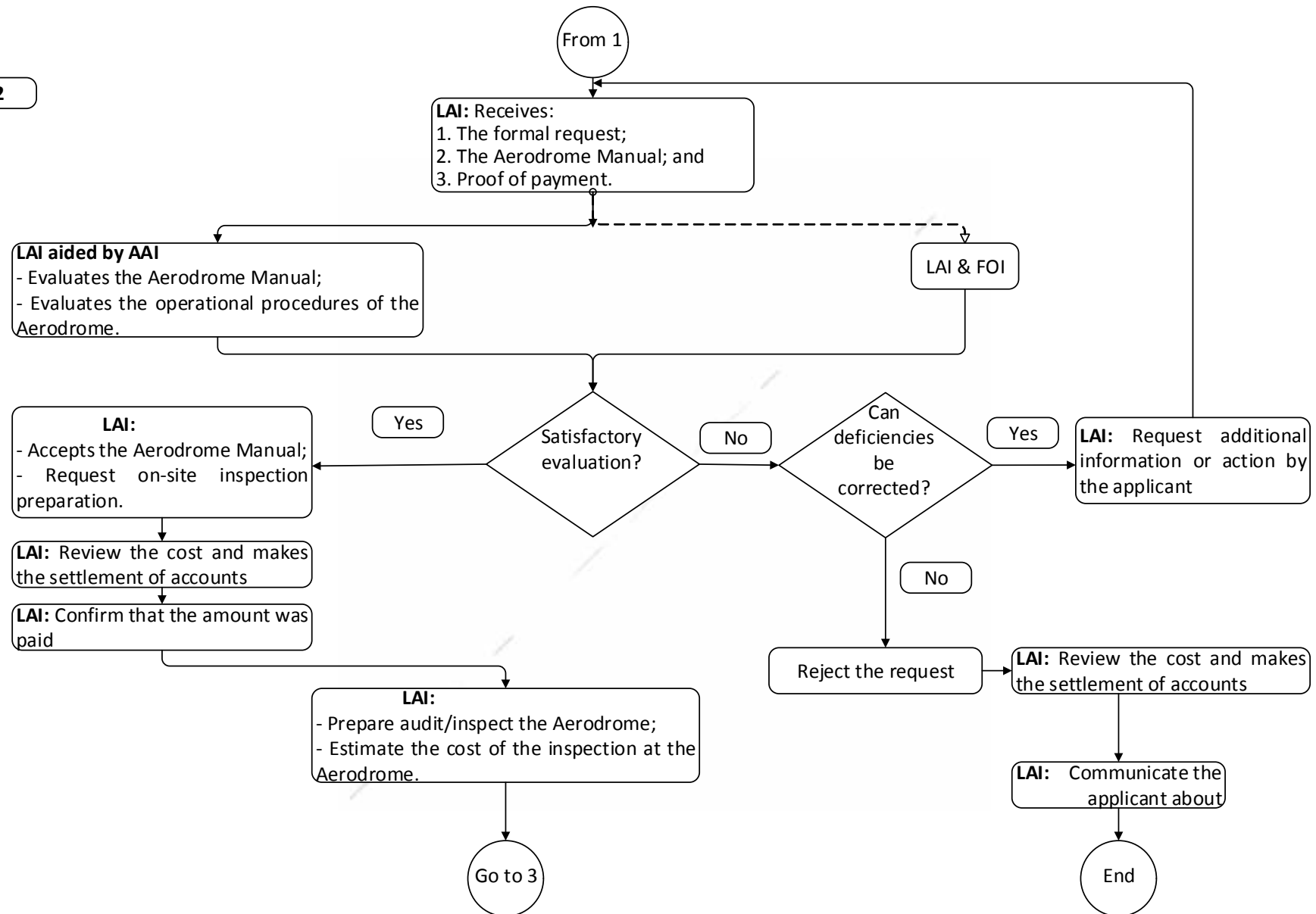
The Aerodrome Operator shall promulgate the status of certification of aerodromes in the aeronautical information publication, including:

- a) aerodrome name and ICAO location indicator;
- b) date of certification and validity of certification; and
- c) remarks, if any.

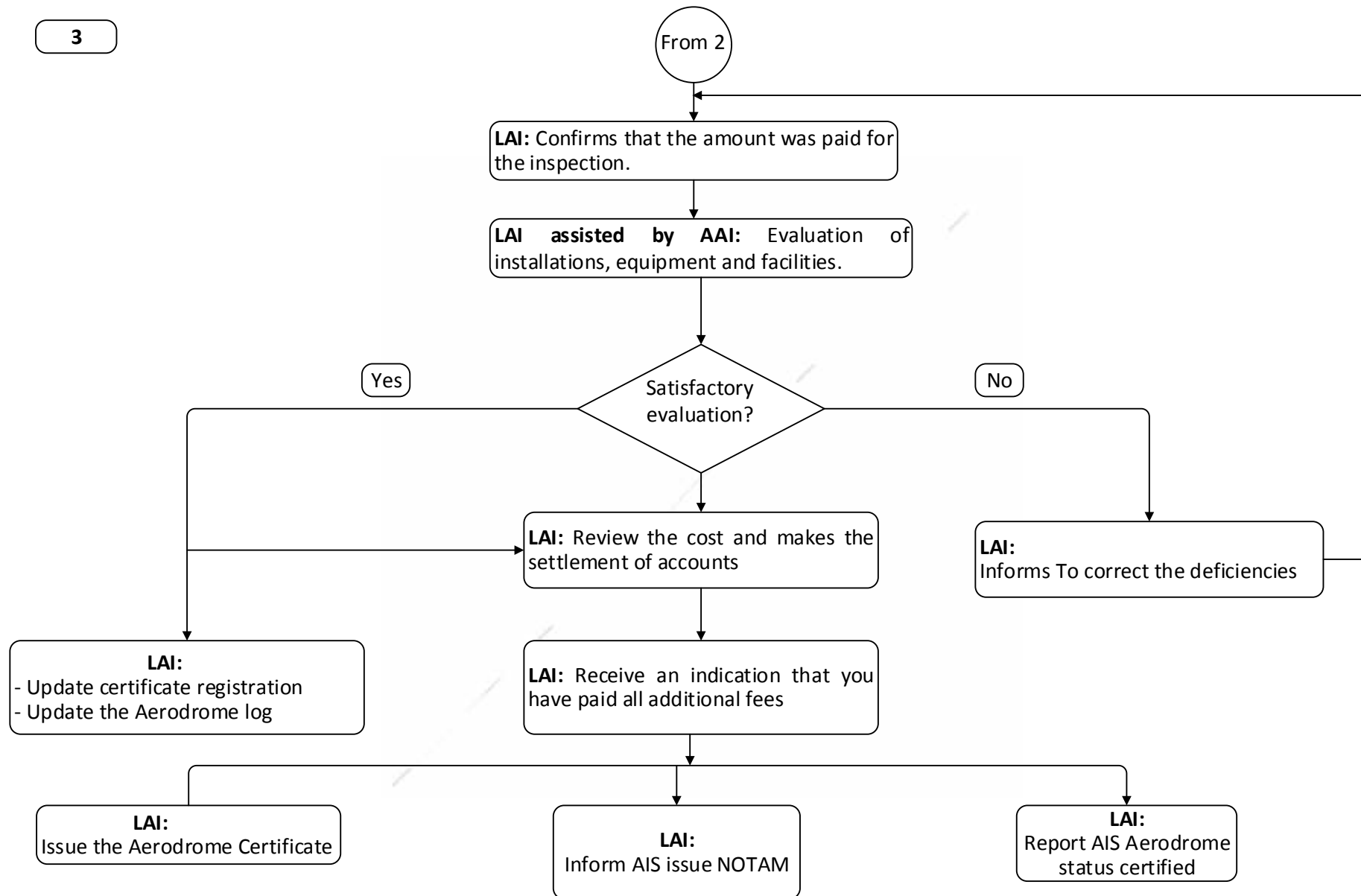
Where safety concerns have been observed on the aerodrome, special conditions or operational restrictions will be attached to the certificate and published in the aeronautical information publication (AIP) or by NOTAM until completion of the corrective action plan.

**Figure 3.1 – Aerodrome Certificate Issuing Process Flowchart**

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### **3.3. Certification Process – Detailed Description**

This section describes the various steps of the certification process and the tasks to be accomplished at each level.

#### **3.3.1. The Certification Process Planning**

The IACM is responsible to plan for, on an annual basis, all necessary actions for ensuring Aerodrome certification and the supervision of their operations. To do so, the IACM shall develop an annual based schedule of all actions to be taken to supervise adequately the Aerodrome certification in Mozambique. Aerodrome inspections shall also be programmed according to established frequencies.

Moreover, this schedule is essential to efficiently plan the trips and the organization of these inspection visits to the aerodromes involved.

#### **3.3.2. Launching of the Certification Process**

The IACM Department of Aeronautical Infrastructure (DAI) is responsible to receive, register and process the requests for Aerodrome certification. Upon launching an aerodrome certification process, the aerodrome operator shall be informed in writing.

The IACM will decide if a general meeting should be organized. If so, at the meeting, the Aerodrome operators would be informed about the Aerodrome certification requirements. The certification guide and other useful information for the preparation of the certification request would be passed on to the applicants.

#### **3.3.3. The Request for Certification File Preparation**

The Aerodrome operator requesting an Aerodrome certificate shall supply the IACM with detailed elements allowing the IACM to review all safety aspects of the applicant's operations.

The applicant's request shall supply the IACM with the following information:

- i) If first time certification:
  - a) Name and address of the aerodrome.
  - b) Information on the administrative organization of the aerodrome.
  - c) The request for certification form to be duly completed (see template form at **Appendix A**). The request for certification form shall be supplied in two (2) paper copy and electronic format.
  - d) The Aerodrome Manual written according with the specifications of chapter 4 of this guide, titled "Aerodrome Manual Contents". The Aerodrome Manual

shall be supplied in two (2) paper copies and electronic format.

- e) All documents referred to in the Aerodrome Manual (procedures, protocols, accords, plans, etc.). These documents shall be supplied in two (2) paper copies and electronic format.
- ii) For a modification to the Aerodrome Certificate :
  - a) An update the information mentioned above.

The file for Aerodrome Certification request is signed by the Accountable Executive (see **Appendix A**, Section 2) and submitted to the Director Department of Aeronautical Infrastructure (DAI) for and on behalf of the IACM.

### **3.3.4. Aerodrome technical inspections**

3.3.4.1. The technical inspections of the aerodrome shall include, as a minimum:

- a) an inspection of the infrastructure, obstacle limitation surfaces (OLS), visual and non-visual aids and aerodrome equipment for the use of aeroplanes;
- b) an inspection of the RFF services; and
- c) an inspection of wildlife hazard management.

Several options to carry out these inspections are presented below.

#### **Option 1: full inspections by the IACM**

At aerodromes where an SMS is not fully operational, full inspections shall be conducted by the IACM.

Those inspections should be conducted using checklists developed by the IACM.

If technical inspections have previously been conducted, and depending on the changes that occurred at the aerodrome since the last inspection, the State can undertake a follow-up inspection instead of a full inspection, which should consist of:

- a) assessing that the conditions prevailing at the aerodrome that led to the conclusions of the previous technical inspections are still valid;
- b) reviewing any new applicable regulation; and
- c) reviewing the implementation of the previously accepted corrective action plan.

3.3.4.2. A report of the follow-up inspection should be produced, including any deviations or observations made during the follow-up inspection. Any immediate and corrective action can be taken, if needed, during follow-up inspections.

### **Option 2: demonstration of compliance by the operator**

3.3.4.3. At aerodromes where an SMS has been fully implemented, the aerodrome operator shall ensure that the requirements in the checklists provided by the IACM have been complied with.

— According to the answers to the checklist, the aerodrome operator may need to undertake safety assessments and provide them, together with the completed checklists, to the IACM for acceptance.

3.3.4.4. The State should then analyse the documents completed by the applicant and conduct sample on-site checks according to this analysis.

The methodology for technical inspections are presented below.

#### **1. Infrastructure and ground aids**

Initial certification of the infrastructure and ground aids includes:

##### **a) Obstacle restrictions:**

###### **1) OLS:**

- i) the surfaces are defined;
- ii) as few objects as possible penetrate the OLS;
- iii) any obstacles that do penetrate the OLS are appropriately marked and lit. Operational restrictions may apply as appropriate;

###### **2) obstacle free zone (OFZ):**

- i) these surfaces are defined when required;
- ii) no object penetrates the OFZ unless essential for the safety of air navigation and is frangible;

###### **3) objects on the areas near the runway or the taxiways (runway strips, clearway, stop way, runway end safety area, taxiway strips, radio altimeter operating area, pre-threshold area) comply with the requirements;**

##### **b) Physical characteristics:**

- 1) In order to facilitate the verification of compliance of the physical characteristics of the aerodrome, the aerodrome operator shall use the reference code method developed in MOZCATS 139, Volume I. The



reference code provides a simple method for interrelating the numerous specifications concerning the characteristics of aerodromes so as to provide a series of aerodrome facilities that are suitable for the airplanes that are intended to operate at the aerodrome;

- 2) the aerodrome operator shall indicate in its aerodrome manual the reference code chosen for each element of the movement area so that the IACM can check compliance of the runways and taxiways and their associated characteristics against the requirements of the reference code as well as other specifications (bearing strength, surface characteristics, slopes);
- 3) runways:
  - i) the physical characteristics:
    - are compliant with the applicable regulation and the reference code;
    - characteristics are adequately and regularly measured;
  - ii) the published declared distances are in accordance with the situation on site;
  - iii) the areas near the runway (runway shoulders, runway strips, clearway, stopway, runway end safety area, radio altimeter operating area, pre-threshold area) are compliant with the applicable regulation and the reference code in terms of width, length, type of surface, resistance, slopes, grading and objects on them;
  - iv) the relevant separation distances are compliant with the applicable regulation and the reference code;
- 4) taxiways:
  - i) the physical characteristics (width, curve radius, extra taxiway width, longitudinal and transverse slopes, radius of turn-off curve for rapid exit taxiways, surface type, bearing strength) are compliant with the published reference code for each taxiway;
  - ii) the taxiway shoulders and strips are compliant with their reference code in terms of width, type of surface, slopes and objects on them;
  - iii) the taxiways on bridges are compliant with their reference code in terms of width;
  - iv) the relevant separation distances are compliant with applicable regulations and the reference code;
- 5) service roads:
  - i) road-holding positions are established at the intersection of a road and

a runway at a distance compliant with the reference code;

6) holding bays, runway-holding positions and intermediate holding positions:

i) the holding bays, runway-holding positions and intermediate holding positions are located in accordance with the applicable reference code;

c) Electrical systems:

1) adequate primary power supply is available;

2) the switch-over time meets the requirements;

3) when required, a secondary power supply is available;

4) the air traffic service (ATS) has feedback on the status of ground aids when required;

d) Visual aids:

1) markings:

i) all the markings:

— are in place where required;

— are located as required and in the required number;

— have the dimensions and colours required;

ii) this includes, when required:

— the runway markings (runway designation marking, threshold marking, runway centre line marking, runway side stripe marking, aiming point marking, touchdown zone marking, runway turn pad marking);

— the taxiway markings (taxiway centre line and enhanced taxiway centre line marking, taxiway side stripe marking, runway-holding position marking, intermediate holding position marking);

— the apron markings;

— the mandatory instruction markings;

— the information markings (that do not have to be displayed but are to be compliant when displayed);

— a road-holding position marking (that is compliant with the applicable regulation);

- marking to prevent aircraft from entering permanently closed runways and taxiways by obliterating runway and taxiway markings and the removal of lighting;

- a VOR aerodrome checkpoint marking;

- a non-load bearing surface marking;

2) signs:

i) all the signs:

- are in place where required;

- are located as required;

- have the dimensions and colours required;

- have an adequate lighting system when required;

- are frangible when required;

ii) this includes when required;

- mandatory instruction signs (runway designation signs, runway-holding position signs, Category I, II and III holding position signs, no entry signs);

- information signs (direction signs, location signs, runway vacated signs, runway exit signs, intersection take-off signs, destination signs, road-holding position signs, VOR checkpoint signs, aerodrome identification sign);

3) lights:

i) there should not be any non-aeronautical lights that might endanger the safety of an aeroplane;

ii) all the aeronautical lights:

- are displayed when required;

- located as required and in the required number;

- have the required colours and intensity levels;

- comply with their serviceability levels or maintenance objectives;

- are frangible when elevated as required;

iii) this includes, when required:

- the approach lighting system;
- the runway lead-in lighting systems;
- the visual approach slope indicator system (VASIS or PAPI);
- the runway lights (runway centre line lights, runway edge lights, runway threshold identification lights, runway end lights, runway threshold and wing bar lights, runway touchdown zone lights, stopway lights, runway turn pad lights);
- the taxiway lights (taxiway centre line lights, taxiway edge lights, stop bars, no-entry bars, intermediate holding position lights, rapid exit taxiway indicator lights);
- runway guard lights;
- road-holding position lights;
- unserviceability lights;
- aeronautical beacons;
- obstacle lights;

4) markers:

i) all the markers:

- are in place where required;
- are located as required and in the required number;
- have the required colours;
- are frangible;

ii) this includes, when required:

- the taxiway markers (taxiway edge markers, taxiway centre line markers);
- the unpaved runway edge markers;
- the boundary markers;
- the stopway edge markers;
- unserviceability markers;

5) indicators:

i) a wind direction indicator:

- is provided in the correct location;
- complies with the location and characteristics requirements;
- is illuminated at an aerodrome intended for use at night.

2. RFF services

Initial certification of RFF services includes:

a) Level of protection:

- 1) the level of protection is promulgated in the AIP;
- 2) the aerodrome operator has a procedure to regularly reassess the traffic and update the level of protection including unavailability;
- 3) the aerodrome operator has made arrangements with the aeronautical information services, including ATS, to provide up-to-date information in case of any change in the level of protection;

b) RFF personnel:

- 1) the number of RFF personnel is consistent with the level of protection appropriate to the aerodrome RFF category and should be sufficient trained to operate all the necessary RFF equipment at maximum capacity, meet the minimum response times and maintain continuous agent application at the appropriate rate;
- 2) the training of all RFF personnel is adequate and monitored;
- 3) the training facilities, which may include simulation equipment for training on aeroplane fires and live fire drills, are available;
- 4) the procedures that RFF personnel follow are kept up to date;

c) Response:

- 1) the RFF service is provided with an up-to-date map of its response area, including the access roads;
- 2) the response time complies with the applicable regulation and is regularly tested. This check should be formalized in the RFF procedures;
- 3) the RFF service has procedures that describe this response and ensure that in case of an incident/accident a report is written and filed;

4) a communication and alerting system is provided between the fire station, the control tower and the RFF vehicles;

d) Rescue equipment:

- 1) the number of RFF vehicles is consistent with the applicable regulation;
- 2) the RFF service has a procedure describing the maintenance of the RFF vehicles and ensuring that this maintenance is formally monitored;
- 3) the types and quantities of the extinguishing agents, including the reserve supply, are consistent with the applicable regulation;
- 4) the protective clothing and respiratory equipment provided are consistent in quality and quantity in accordance with the applicable regulation, and the respiratory equipment is properly checked and their quantities formally monitored;
- 5) specific rescue equipment is provided in adequate number and type when the area to be covered by the RFF service includes water;
- 6) any other equipment required by the applicable regulation is provided in sufficient number.

3. Wildlife hazard management

The following checks on wildlife hazard management can either be a technical inspection or included in the audit of the aerodrome operator's procedures:

- a) The required equipment is provided;
- b) Fences are provided as required;
- c) The aerodrome operator has a procedure describing the actions taken for discouraging the presence of wildlife, including:
  - 1) who is in charge of those actions and what their training is;
  - 2) how and when these actions are carried out, including reporting and filing of these actions;
  - 3) what equipment is used to conduct these actions;
  - 4) analyses of the aerodrome vicinity and the preventive actions to be taken subsequently to discourage wildlife;
  - 5) monitoring of these actions, including, where applicable, the conduct of appropriate wildlife assessments;
  - 6) coordination with ATS;

- d) The aerodrome operator has a procedure to:
- 1) record and analyse the incidents involving wildlife;
  - 2) collect the wildlife's remains;
  - 3) monitor the corrective actions to be taken subsequently; and
  - 4) report to the State incidents involving wildlife.

### **3.3.5. Preliminary Administrative Checks**

Upon reception of the applicant's file, the DAI will check if the request for certification form is properly completed and if the Aerodrome Manual has been completed according with the regulatory applicable requirements.

The following Chapter 4 does contain information to allow the applicants to complete the Aerodrome Manual according with the regulatory requirements.

Technical check list which include request for Aerodrome Certification Check list and Aerodrome Checklist:

1. will be established and amended as necessary under the authority of Director of Air Navigation;
2. Before use, the lead Aerodrome Inspector shall confirm which is the latest amendment;
3. After use, the lead Aerodrome Inspector shall report to Director of Air Navigation any proposal for further amendment; and
4. All current checklists shall be available in the office of the Director of Air Navigation as well as in the Department of Aeronautical Infrastructures.

### **3.3.6. Request for Aerodrome Certification File - Acceptance**

Should the Aerodrome Certification request form or the Aerodrome Manual be incomplete, the Aerodrome Operator will be requested by DAI in writing to make the necessary corrections and re-submit. In this case a written request will be sent by the IACM to the applicant for corrective actions. Once the corrective actions taken, the applicant will forward the revised request for certification file to the IACM.

In the end, once the preliminary control checks are successfully completed, the DAI will inform the applicant that the certification process may continue. After consultation, the DAI will inform, in writing, the applicant of the dates the Aerodrome safety inspection visit will be done.

### **3.3.7. On-site Verification by the DAI**

3.3.7.1 The scope of the on-site verification covers the subjects included in the aerodrome manual.

3.3.7.2 The on-site verification confirms that the aerodrome operations are carried out effectively in accordance with the applicable regulation and procedures described in the manual.

3.3.7.3 The On-site verification of the SMS is included in the initial certification phase but, depending on the implementation status of SMS at the aerodrome, a specific verification of the SMS will be conducted separately.

*Note: Because the aerodrome operator's SMS may not yet be fully operational, its effectiveness will be assessed during continued oversight and will constitute an important factor in deciding the continued oversight that will be carried out.*

3.3.7.4 On-site verification of the SMS focuses explicitly on the components required for granting the certificate and, when applicable, covers all other requirements for an SMS.

— The minimal SMS components that are to be in operation before the certificate can be granted are described in Appendix 1.

— SMS requirements also apply to the aerodrome operator's subcontractors in the domains within the scope of certification.

3.3.7.5 When technical inspections have been previously conducted by the IACM, the on-site verification takes into account the results of the previous technical inspections and the associated corrective actions, if relevant.

3.3.7.6 If the on-site verification team notices any deviations from the technical inspection reports, they are included in the team's report.

3.3.7.7 If the aerodrome operator is not directly responsible for some of the activities within the scope of certification, the on-site verification ensures that there is appropriate coordination between the aerodrome operator and the other stakeholders.

*Note: — The methodology used to conduct on-site verifications is available below.*

*Note: Because the scope of certification is broad, a sampling method for verifying particular subjects may be used rather than the whole scope.*

3.3.7.9 An on-site verification report is also sent to the aerodrome operator after the classification of findings by the IACM.

On the date agreed upon, the DAI will proceed to the Aerodrome Certification visit. Within the Aerodrome certification process framework, the DAI will:



- I. Determine if the Aerodrome services safety level is conforming to regulations and applicable standards;
- II. Determine if the number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance can deliver the appropriate services;
- III. Approve the Aerodrome Manual if it does exactly describe the Aerodrome physical characteristics and operational procedures; and
- IV. Provide the Aerodrome operator with the opportunity to improve its overall operations.

The applicant's Aerodrome inspection will be conducted as follows:

- I. **Step 1:** An opening meeting will be held with the Aerodrome responsible persons to explain the visit program that will be followed during the inspection, to identify the persons who will be involved and to settle logistic issues.
- II. **Step 2:** To proceed with an administrative inspection of the Aerodrome in order to determine if documents, mainly the Aerodrome Manual, and information supplied by the applicant are exact and complete. To do this, the DAI will use the Aerodrome Manual check list that can be found at **Form CA139 - 02**, part 2, thereafter.
- III. **Step 3:** Physical check of the Aerodrome installations and services to confirm the adequacy with the information supplied in the Aerodrome Manual. The DAI inspectors will use the appropriate check list established by IACM.
- IV. **Step 4:** Closing meeting with the Aerodrome responsible persons. The inspection visit will be reviewed, main concerns will be addressed, corrective measures and the continuation of the certification process will be discussed.

The closing meeting main objective is to make sure that the Aerodrome responsible persons are well informed of the inspection visit results and findings. A summary of the inspection visit will be done and the Aerodrome responsibilities towards the findings will be stated.

Besides the items mentioned above, the following elements will be mentioned during the meeting:

- I. The report will be submitted with twenty (20) days<sup>3</sup>;
- II. The report will be analyzed by other IACM experts;
- III. The Aerodrome operator shall, within thirty (30) days after reception of the report, submit to the IACM a corrective action plan to include short

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<sup>3</sup> If any finding could compromise the air safety, the team leader will discuss the issue with the Aerodrome director so that corrective actions be taken immediately. In such cases, if need be, the team leader will get direction from the IACM to solve this issue compromising the air safety rapidly.

and long term actions to resolve all finding issues;

- IV. To explain that the Aerodrome may be subject to one or more follow-up inspection visits once the action plan corrective measures have been put in place to confirm the efficiency of these corrective measures.

The methodology for On-site verification are presented below

#### **3.3.8. On-site verification of the operator's procedures**

On-site verification of the aerodrome operator's procedures shall include the following:

a) Aerodrome data and reporting:

1) completeness, correctness and integrity of the data reported in accordance with the AIP including:

- i) data collection, including the status of the movement area and its facilities;
- ii) data validity checks;
- iii) data transmission;
- iv) changes to published data, whether permanent or not;
- v) checks of the information once published;
- vi) information update after construction works;

2) formal coordination with ATS;

3) formal coordination with the aeronautical information services;

4) publication of the required information in the aeronautical publication;

5) information published in accordance with the situation on site;

b) Access to the movement area:

1) an up-to-date plan clearly showing all the access points to the movement area;

2) a procedure describing the inspection of access points and fences;

— Procedures for access to the manoeuvring areas are often markedly different from those for the apron areas.

c) Aerodrome emergency plan:

- 1) an up-to-date aerodrome emergency plan;
- 2) regular exercises in relation to the emergency plan;
- 3) a procedure describing the tasks in the emergency plan;
- 4) the aerodrome operator regularly verifies the information in the emergency plan, including keeping an up-to-date list of the persons and contact details in the emergency plan;
- 5) a procedure describing its roles and responsibilities during emergencies;
- 6) a procedure describing the involvement of, and coordination with, other agencies during emergencies;
- 7) the required minimum emergency equipment is available, including an adequately equipped emergency operation centre and mobile command post;

d) RFF:

- 1) a technical inspection of the various elements of the RFF services in 2.2 b) is held prior to the audit;
- 2) the checks that are to be done during the aerodrome operator's on-site verification consist only of verifying the timely implementation of the corrective action plan subsequent to the technical inspection;
- 3) if on-site verification reveals new deviations, they should be included in the on-site verification report;

e) Inspection of the movement area:

- 1) a procedure to ensure there is coordination with ATS for the inspection of the movement area;
- 2) describe the inspections, if performed by the aerodrome operator, including:
  - i) frequency and scope;
  - ii) reporting, transmission and filing;
  - iii) actions to be taken and their monitoring;
- 3) assess, measure and report runway surface characteristics when the runway is wet or contaminated and their subsequent promulgation to ATS;

f) Maintenance of the movement area:

- 1) a procedure to periodically measure the runway surface friction characteristics, assessing their adequacy and any action required;
  - 2) ensure there is a long-term maintenance plan, including the management of the runway surface friction characteristics, pavement, visual aids, fencing, drainage systems and electrical systems and buildings;
  - 3) the aerodrome operator has formal coordination with the meteorological service provider in order to be advised of any significant meteorological conditions;
  - 4) procedures for the safe return of a runway to operational status.
- h) Visual aids and aerodrome electrical systems:
- 1) if the aerodrome operator is responsible for the maintenance of visual aids and electrical systems, procedures exist describing:
    - i) the tasks — routine and emergency ones, including inspections of luminous and non-luminous aids and their frequency and power supply maintenance;
    - ii) reporting, transmission and filing of reports;
    - iii) monitoring of subsequent actions;
    - iv) coordination with ATS;
  - 2) if the aerodrome operator is not in charge of maintenance of visual aids and electrical systems, the organization in charge needs to be clearly identified, ensuring there are formal coordination procedures with the aerodrome operator, including agreed objectives;
  - 3) obstacle marking is taken into account;
- i) Operational safety during aerodrome work:
- 1) when executing work on the aerodrome:
    - i) a procedure describing the necessary notification to the different stakeholders;
    - ii) risk assessment of the aerodrome work;
    - iii) roles and responsibilities of the various parties, including their relationship and the enforcement of safety measures;
    - iv) safety monitoring during the work;
    - v) reopening of facilities, where relevant;

- vi) necessary coordination with ATS;
  - j) Apron management. When an apron management service is provided:
    - 1) a procedure to ensure coordination with ATS;
    - 2) the use of acceptable aeroplanes for each parking stand formally identified;
    - 3) a compliant apron safety line is provided;
    - 4) general safety instructions for all the agents on the apron area;
    - 5) the placement and pushback of the aeroplane;
    - 6) Provide radiotelephony communications facilities to apron management services;
    - 7) a procedure for visual monitoring of aircraft stand clearances and the control of vehicle movement on aprons;
  - k) Apron safety management:
    - 1) a procedure for the inspection of the apron area (see j));
    - 2) there is coordination with other parties accessing the apron, such as fuelling companies, de-icing companies and other ground handling agencies;
  - l) Vehicles on the movement area:
    - 1) a procedure to ensure the vehicles on the movement area are adequately equipped;
    - 2) the drivers have followed the appropriate training;
    - 3) if the aerodrome operator is responsible for the training of vehicular drivers on the manoeuvring area, an appropriate training plan, including recurrent training and awareness actions, is available;
    - 4) if the aerodrome operator is not in charge of this training or some of this training, the service provider is clearly identified and there is formal coordination between them;
- Guidance on the knowledge required by operators of vehicles can be found in Circular - Supplementary to the MOZ CATS 139 Volume I, section 19.
- m) Wildlife hazard management. Checks on wildlife hazard management can either be a technical inspection or included in the on-site verification of the operator's procedures:

- 1) if the domain has not been inspected during the technical inspections, the on-site verification team should check the points listed in 2.3 c);
  - 2) if a technical inspection has been carried out prior to the on-site verification, the latter consists in checking the timely implementation of the corrective action plan subsequent to the technical inspection;
  - 3) if the on-site verification reveals new deviations, these have to be included in the on-site verification report;
- n) Obstacles:
- 1) a procedure to ensure that there is an obstacle chart;
  - 2) a procedure for obstacle monitoring describing the checks, their frequency, filing and follow-up actions;
  - 3) a procedure to ensure that the obstacles do not represent a danger for safety and that appropriate action is taken when required;
- o) Removal of a disabled aeroplane:
- 1) there is a plan for the removal of a disabled aeroplane describing the role and responsibility of the aerodrome operator, including the necessary coordination with other agencies and the means available or that can be made available;
- p) Low visibility operations:
- 1) there is coordination between the aerodrome operator and ATS, including awareness of the status of both low visibility procedures (LVP) and the deterioration of visual aids;
  - 2) a procedure describing the actions to be taken when LVP is in process (vehicle control, visual range measurement if necessary);

#### **3.3.9. On-site verification of the SMS**

- a) As a minimum, the items to be in place when granting the initial certification are:
- 1) safety policy: a safety policy has been endorsed by the accountable executive to reflect the organization's commitments regarding safety;
  - 2) operator's organizational structure: the aerodrome operator has appointed an accountable executive and a safety manager;
- b) The safety manager should be independent from any operational task regarding aerodrome safety. The criteria for assessing the operator's SMS

structure might be tailored to the size of the operator, notably concerning the independence of the safety manager;

c) The capability and competence of the aerodrome operator should be assessed so as to ensure sufficient management commitment to and responsibility for safety at the aerodrome. This is usually achieved through the competence of the accountable executive;

1) responsibilities and assignments: the aerodrome operator has formally defined the responsibilities of each staff member regarding safety as well as the lines of responsibility;

2) training: the aerodrome operator formally monitors the staff's and subcontractors' training, ensuring that it is adequate, and takes action when necessary;

3) accident and incident reporting: the aerodrome operator has a procedure ensuring that:

i) incidents are reported by staff and subcontractors, including a description of the actions in place in order to be able to report them;

ii) incidents are promptly analysed and the actions to be subsequently taken are monitored;

iii) the reports and analyses of the incidents are filed;

iv) incidents are reported to the State;

v) coordination is in place with other stakeholders;

4) existing hazards at the aerodrome: a procedure in order to identify, analyse and assess hazards to the safe operation of aeroplanes and to put in place suitable mitigating measures;

5) risk assessment and mitigation of changes: a procedure ensuring that for any change at the aerodrome, its impact on safety is analysed, listing the subsequent hazards that could be generated. This procedure describes who conducts the analysis, when and how the hazards are monitored, what actions are subsequently taken, and the criteria leading to the analysis. These assessments are filed and should be published in a document which is publicly accessible, such as the State AIP;

6) Procedures to notify a non-compliance with the established requirements, including a risk assessment mechanism and notification procedure;

7) safety indicators: the aerodrome operator sets and monitors its own safety indicators that illustrate its safety criteria, in order to be able to analyse the potential deficiencies;

— Ensure coordination with previous safety indicators as set by the IACM.

- 8) safety audits: the aerodrome operator has a safety audit programme in place which includes a training programme for those involved;
- 9) safety promotion: the aerodrome operator shall have a process to promote safety-related information.

#### **3.3.10. INSPECTION CHECK LISTS**

The use of an aerodrome certification checklist by the aerodrome inspector is essential for the conduct of an Aerodrome Certification inspection regardless of the inspectors' knowledge, experience or training. It facilitates an objective evaluation of the level of compliance with the applicable regulations, ensures that the inspection is thorough, complete, is recorded and the appropriateness of the corrective action can be accurately evaluated and follow up programmed.

Aerodrome Inspectors are advised as follows:

1. Those check-lists will be established and amended as necessary under the authority of Director of Air Navigation;
2. Before use, the leader of Aerodrome Inspector shall confirm which is the latest amendment;
3. After use, the leader of Aerodrome Inspector shall report to Director of Air Navigation any proposal for further amendment; and
4. All current checklists shall be available in the office of the Director of Air Navigation as well as in the Department of Aeronautical Infrastructures.

#### **3.3.11. The Inspection Report**

Following each Aerodrome inspection a report will be prepared according to the template shown at **Appendix B**.

The Lead Aerodrome Inspector, with the support of other aerodrome inspectors, shall prepare the inspection report that shall summarize the findings and conclusions of the inspection visit. The following elements shall be included:

- I. **Part 1 – Introduction:** Aerodrome inspection's objective and scope. Including information on:
  - a) Objective and scope.



- b) General information on the aerodrome.
- c) General information on the inspection itself (dates, lengths, the inspection team, the persons who have been met/interviewed).

II. **Part II – Narrative Summary:** To summarize the course of events.

- a) The review of the Aerodrome Manual, ref. the procedure in force at the aerodrome.
- b) The functions, services and installations actually evaluated during the inspection visit.

III. **Part III – Summary of the Inspection Results:** To summarize the results of the inspection.

- a) Summary of the main inspection results, findings and inspector's recommendations concerning corrective actions.

IV. **Appendix – Aerodrome Inspection Findings:** Includes the Aerodrome inspection findings recorded on the Aerodrome findings form.

- a) The Aerodrome finding forms, Part I to be completed by the inspectors.

The report is sent to the Aerodrome operator (the applicant) for the identification of corrective measures to be recorded on Part II of the Aerodrome Inspection Finding form that can be found at **Appendix C**.

### **3.3.13. Acceptance of the Corrective Actions by the IACM**

Once the corrective measures have been applied, the Aerodrome operator shall inform the DAI in writing who will decide if a follow-up visit on site is required in order to confirm the efficiency of the measure applied. If so, the DAI will arrange for such a visit after consultation with the Aerodrome operator. When all deficiencies are corrected to the satisfaction of its satisfaction, the DAI will complete Part III of the Aerodrome finding form that can be found at **Appendix C**.

If the corrective actions taken by the Aerodrome operator are not satisfactory, additional measures will be identified and shall be applied before Aerodrome certification is granted.

If, after being informed of the additional measures to be applied to remedy the deficiencies, the Aerodrome does not comply with the requirements of the regulations, the DAI shall make a recommendation to Chairman/CEO IACM to refuse to grant the Aerodrome certificate. The reasons for such a refusal will be communicated in writing to the applicant.

#### **3.3.14. Issuance of the Aerodrome Certificate**

The IACM shall inform the applicant about its decision to issue or not to issue the Aerodrome certificate. The IACM may, in accordance with the regulations, impose restrictions on the Aerodrome certificate it is issuing.

The IACM's decision is based on the inspection evaluation report.

If the request for Aerodrome certification is granted, the certificate will be signed and numbered, with restrictions as the case may be, will be delivered to the aerodrome.

An Aerodrome certificate template can be found at **Appendix D** of this Manual.

#### **3.3.15. Filing System for each Aerodrome to be Certified and a Certificate Register**

To enable Department of Aerodrome personnel to keep abreast of the subject of the aerodrome certification five phases, it is essential to establish a properly organized and administered filing system for each certified aerodrome and a certificate register.

Department of Aerodrome will maintain files for each aerodrome in the Mozambique including certified aerodromes. The file for each certified aerodrome should contain records from the expression of interest stage, assessment of the formal application, inspection, issuance or refusal and publication of the status of certificated aerodrome, and the file will remain open thereafter for further documentation and correspondence on the subject. Additionally, an aerodrome certificate register will be maintained for each aerodrome as well as a reference log of the date of issue of important letters, forms and certificate numbers.

Close liaison will be maintained with the Accident Investigation and Prevention Unit of the Mozambique to obtain data on aircraft accidents and incidents at or near aerodromes for use by Department of Aerodromes staff in their continuing work.

### **Overview of the Surrender Process**

#### **3.4.1. Introduction**

Purpose:

1. To ensure that aerodrome certificates are surrendered correctly and consistently using a common legal format nationally by describing the:
  - a) Process for surrendering aerodrome certificates;
  - b) Legislation governing their surrender;

c) Staff responsibilities; and

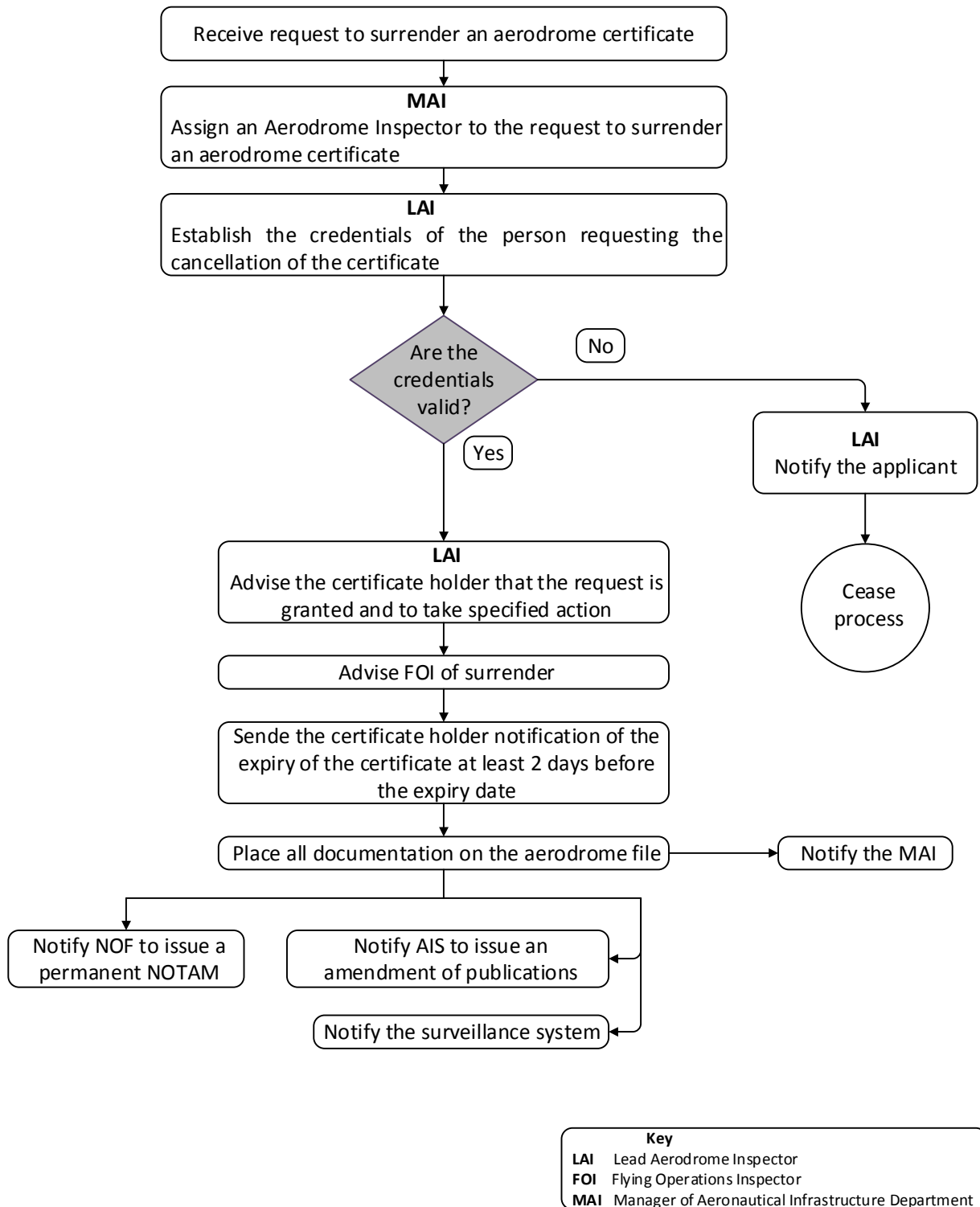
d) Forms used.

2. To ensure that when a certificate is surrendered all action required to maintain the ongoing safety of aviation operations are taken into account.

#### Timeframe

The aerodrome certificate should be cancelled on the date nominated by the aerodrome operator or within 30 days of the receipt of the request.

### 3.4.2. Surrender Process Flowchart



Purpose: Provide the procedures for processing the receipt of a request for surrender of an aerodrome certificate.

### **3.4.3. Guidelines for Receiving Notification from the Aerodrome Operator**

An aerodrome operator may voluntarily choose to surrender an aerodrome certificate.

An aerodrome operator must give IACM at least 60 days written notice of the cancellation date.

IACM must cancel the certificate, provided the request is made by the aerodrome operator.

If the aerodrome operator contacts IACM for advice on the cancellation process prior to sending the formal notification, information should be provided as to the operational consequences that may result if a surrender is made and the aerodrome certificate subsequently cancelled as a result.

The surrender or cancellation of an aerodrome certificate may affect:

- ✓ Certain regular public transport (RPT) operations into the aerodrome
- ✓ Continuing general aviation safety
- ✓ IACM aerodrome surveillance activity.

### **3.4.4. Procedures for Receiving Notification from the Aerodrome Operator**

#### **3.4.4.1. Manager of Aeronautical Infrastructure Department**

1. Assign an LAI with appropriate delegation to deal with the request to surrender the aerodrome certificate.

#### **3.4.4.2. Lead Aerodrome Inspector**

1. Establish the credentials of the person requesting the cancellation as the certificate holder.

2. On the notification of the intention to surrender the aerodrome certificate, check that the aerodrome operator has:

- a) Clearly stated he or she is making a request for the cancellation of certificate.

- b) Specified when cancellation should become effective. If no date is specified, the certificate cancellation date is the date 60 days from the date of posting the notification
- 3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
- 4. Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

### **3.4.5. Assessing a Surrender Request**

#### **3.4.5.1. Key Elements of the Process of Assessing the Request to Surrender a Certificate**

Purpose:

- 1) To ensure that a request for surrender of the aerodrome certificate by the aerodrome operator is properly made.
- 2) To ensure that aerodrome certificates are consistently surrendered using a common legal format nationally
- 3) To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been surrendered.

Timeframe

The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator

### **3.4.6. Guidelines for Assessing the Request to Surrender a Certificate**

IACM must cancel an aerodrome certificate when it is properly requested.

#### **3.4.7. Procedures for Assessing the Request to Surrender a Certificate**

##### **3.4.7.1. Lead Aerodrome Inspector**

- 1) Using the appropriate Checksheet for Cancellation by Surrender:
  - a) Check that the aerodrome operator has given at least 30 days notice.

- b) Check that the operator has provided sufficient information:
  - i) Are there regular public transport (RPT) operations at the aerodrome requiring specific and immediate notification to the FOI?
  - ii) Are there any changes to reporting officer details?
  - iii) If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example, will the windsock and boundary markers be removed?
  - iv) Will unserviceability markers be displayed for a period?
- 2) If the request is properly made, prepare a letter to the aerodrome operator:
  - a) Notifying the cancellation of the certificate
  - b) Directing him to return the original certificate document to the IACM to enable cancellation of the certificate.
  - c) Advising him or her to carry out any actions necessary in the interests of aviation safety.
- 3) Sign the letter as the approving delegate and place a copy in the appropriate aerodrome file.
- 4) Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample letter of cancellation by surrender of an aerodrome certificate in Appendix G.
- 5) When you have the original certificate document:
  - a) Mark it as cancelled by completing the following actions using ink:
    - i) Draw a line through the document.
    - ii) Write Cancelled and the date of the cancellation on the document.
    - iii) Sign the document as approving delegate.
  - b. Place the original certificate document on the appropriate aerodrome file.
- 6) Advise the MA of the surrender of the certificate.

#### 3.4.7.2. Manager of Aeronautical Infrastructures Department

- 1) Update the Aerodrome Certificate Register.

#### **3.4.8. Advising about Surrendered Aerodrome Certificates**

##### 3.4.8.1. Key Elements of the Process of Notifying IACM

#### **Purpose**

- 1) To ensure that the safety of aviation is not compromised at the de certificated aerodrome.
- 2) To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

#### **3.4.9. Procedures for Notifying IACM System**

##### 3.4.9.1. Lead Aerodrome Inspector

- 1) Notify NOTAM Office (NOF):
  - a) To issue a permanent NOTAM of certificated the aerodrome
- 2) Notify the Aeronautical Information Service (AIS) to issue an amendment of publications.
- 3) Notify the MAI to amend the Aerodrome Certificate Register.
- 4) Notify the FOI by e-mail (copy on file).
- 5) Amend aerodrome file and surveillance record



## **4. Renewal of an Aerodrome Certificate**

### **4.1. Request for Renewal**

The aerodrome operator should request renewal of the aerodrome certificate at least 3-months before it is due to expire.

### **4.2. Renewal Reminder**

If the aerodrome operator does not request, the IACM will notify the aerodrome operator, at least 3 months before the certificate is due to expire.

### **4.3. Process Summary**

The Aerodrome Certificate Renewal Procedure in the Republic of Mozambique follows the same phases as the Aerodrome Certification Process and comprises the following for each phase:

#### **4.3.1. Phase 1: Expression of interest to Renewal of an Aerodrome Certificate**

1. The expression of interest phase will compromise the assessment of the previous Requirements submitted by the Operator witch include:

- a) Environmental License, obtained under the terms of Decree 45/2004 of 29 September;
- b) Layout of obstacle limitation surfaces;
- c) Proof of financial capacity;
- d) The level of SMS implementation at the aerodrome;
- e) Information on any non-compliance or deviations from the MOZCAR 139 requirements, technical standards and related publications.

If the results of the evaluation are positive or negative, the IACM will inform the applicant in writing.

2. The IACM will send a response note to the request of the applicant for the Aerodrome Renewal Certificate, which will include the name of the IACM contact person and the assessment cost estimate of the Aerodrome Manual.

3. If all requirements of the current phase as completed, the IACM will inform the applicant in writing the closing.

#### **4.3.2. Phase 2: Assessment of the formal application**

1. In this Phase, and as necessary, IACM will assess the Aerodrome Manual and submit to the applicant the result of the assessment.

2. The applicant for the Aerodrome Renewal Certificate will prepare the Aerodrome Manual, in accordance with the result of the assessment, procedures and model provided by the IACM, submit it in two (2) physical copies and in electronic format accompanied by:

- a) Proof of payment of the estimated costs of evaluation of the Aerodrome Manual.

3. IACM will review the Aerodrome Manual. At this stage the acceptance or refusal of the Aerodrome Manual will be considered from an administrative point of view only.
4. Prior to the approval/acceptance of the aerodrome manual, the IACM shall verify that:
  - a) the operator has submitted an application;
  - b) the aerodrome manual submitted by the aerodrome operator contains all the required information; and
  - c) all the procedures related to aerodrome certification that will be assessed by the on-site verification team are provided in the aerodrome manual.
5. The aerodrome operator should inform the IACM of any changes to the approved/accepted aerodrome manual between the time of the application for a renewal certificate and the end of the on-site verification.
6. If the result of the assessment of the Aerodrome Manual are positive, the IACM will inform the applicant in writing and request it schedule a Technical Inspection in order to evaluate compliance with technical specifications related to aerodrome infrastructure and operations;
7. If all requirements of the current phase as completed, the IACM will inform the applicant in writing the closing.

#### **4.3.3. Phase 3: On-site Verification**

##### **1. Aerodrome has not been audited within 6 months**

After acceptance of the aerodrome manual and if the Aerodrome has not been audited as part of the routine surveillance programme within 6 months of an application for renewal being raised the IACM will inform, in writing, the applicant and will ask him to arrange for an on-site verification to be undertaken as part of the process of the renewal of the certificate including the assessment cost estimated.

After having made proper arrangements with the applicant, the IACM will organize and will proceed with the safety inspection at the aerodrome site. Prior to completion of the safety inspection and departure from site, IACM will call a meeting with the Aerodrome Operator (or a Representative) to outline the result of the inspection and to receive comments from the aerodrome operator if any. The IACM will then produce an inspection report listing the items that do meet and those that do not meet the established requirements as per standards. The report is to be sent to the applicant in a paper copies and an electronic format as well.

The detailed Corrective Action Plan shall be submitted to the IACM (paper and electronic versions), no later than thirty (30) days after the reception of the IACM report.

Once the corrective measures have been applied, the applicant shall inform the IACM. The IACM will then decide if another Aerodrome inspection is required. If corrective actions are found to be inappropriate, the IACM will notify the applicant, in writing, accordingly.

## 2. Aerodrome has been audited within 6 months

On the other hand, based on the verification of the reports of the inspections already carried out and the implementation of the corrective action plan, and if there are conditions for the renewal of the certificate, the Lead Inspector can propose the renewal of the certificate without having to carry out a new inspection, assessing the following documents:

- a) latest NAV-AIDS Calibration report;
- b) latest friction and PCN test report along with corrective action taken if any;
- c) the training records of all the operational staff (Carried out during the currency of aerodrome Certificate along with annual training plan);
- d) Status of Change Management (use separate sheet for each project to include IACM approval number, progress status with respect to approved timelines, delay, etc.);
- e) Status of Temporary Exemptions and review report of mitigation measures (enclose report);
- f) Status of Permanent exemption Status of Permanent exemption and mitigation measures implemented. (enclose report); and

If all requirements of the current phase as completed, the IACM will inform the applicant in writing the closing.

### 4.3.4. Phase 4: Issuance or refusal

When no findings are reported or once the corrective action plans are accepted, and mitigation measures are agreed upon, or if it is certified that no change in the physical characteristics of the aerodrome including the erection of new buildings and alterations to the existing buildings or to visual aids at the aerodrome have been made without prior approval of the IACM since the issue/last renewal and approved changes in the aerodrome facilities have been duly incorporated in the Aerodrome Manual wherever necessary, the IACM will issue the Aerodrome Certificate Renewed to the applicant (certificate holder).

The certificate will contain information on the essential conditions prevailing at the aerodrome, which may include:

- a) Aerodrome reference coordinates;
- b) The aerodrome reference code;
- c) Aerodrome Operator name and address;
- d) Critical airplane type;
- e) The operational conditions for the accommodation of critical airplanes for which the facility is provided;
- f) RFF category;
- g) The operational restrictions at the aerodrome; and
- h) The authorized deviations related to aerodrome compatibility, their inherent operational conditions/restrictions and validity.

If on the other hand IACM determines that the specific national standards for renewal of the certificate have not yet been met, the Aerodrome Operator will be informed accordingly giving reasons for refusal of the renewal certificate.

if all requirements of the current phase as completed, the IACM will inform the applicant in writing the closing.

#### 4.3.5. **Phase 5: Publication**

Upon satisfactory completion of the certification process of an aerodrome, the aerodrome operator shall take all necessary actions for the publication of information in the Aeronautical Information Services.

If all requirements of the current phase as completed, the IACM will inform the applicant in writing the closing.

## **5. Amendment of an Aerodrome Certificate**

An Aerodrome Certificate may be amended in response to a request by the Aerodrome Operator or as a consequence of enforcement action by the Authority.

### **5.1. Amendment requested by an Aerodrome Operator**

An aerodrome operator may request amendment to an aerodrome certificate for a number of reasons:

- a) A change of Aerodrome Name, and/or;
- b) A change of aerodrome reference point, and/or;
- c) To remove or amend a deviation, and/or;
- d) To remove or amend a condition, limitation or special procedure.

The application should set out clearly the reason for the request. according with the reason for request, it should be supported by evidence, risk assessment, or safety case as appropriate. The Lead Inspector will decide what level of evidence is required and will advise the operator accordingly.

If the aerodrome operator requests an amendment to the aerodrome certificate or the endorsed conditions 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 on behalf of the aerodrome operator; and
- c) particulars of any consequential changes to the AIP, aerodrome manual and aerodrome emergency plan.

### **5.2. Amendment required by the Authority**

The Authority may amend an aerodrome certificate 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 certificate. The Authority shall provide written notice of intention to amend an aerodrome certificate stating the reasons for the proposed amendment.

## **Guide for the Preparation of the Aerodrome Manual**

See document titled “Guide for the Preparation of the Aerodrome Manual” published separately under the authority of the Instituto de Aviação Civil de Moçambique (IACM).

See document titled “Aerodrome Manual Template” published separately under the authority of the Instituto de Aviação Civil de Moçambique (IACM).

## Appendix A. Request for Aerodrome Certification

Part 1. Aerodrome Information				
1.1	Name of the aerodrome:			
1.2	Address of the aerodrome:			
1.3	Name of the Aerodrome Operator's Representative:			
1.4	Telephone :			
1.5	Fax :			
1.6	E-mail address :			
1.7	Place where the Aerodrome is located:			
1.8	Geographical coordinates of the Aerodrome reference point :			
1.9	I, undersigned :			
(Name and Surname of the Aerodrome Representative)				
1.10	As :			
(Job Title)				
1.11	Request the processing of an Aerodrome Certificate for .....Aerodrome effective .....			
1.12	Signature :		1.13	Date :
Part 2. Aerodrome Certificate Request				
2.1	I, the undersigned :			
(Name and Surname)				
2.2	As Accountable Executive,			
2.3	Request the issuance of an Aerodrome certificate.			
2.4	Signature :		2.5	Date :

## Appendix B. Inspection Report

There are four (4) parts to the report:

**Part I – Introduction:** To describe the objective and the scope of the Aerodrome inspection and to present a brief summary of it.

**Part II – Narrative summary:** To summarize the proceeding of the inspection.

**Part III – Summary of the inspection results:** To summarize the results of the inspection.

**Part IV – Aerodrome inspection observations:** To include the observations/deficiencies using the appropriate form to register such information.

### *Part I - Introduction*

#### **1.1 OBJECTIVE AND SCOPE**

To describe the objective(s) and scope of the Aerodrome inspection.

#### **1.2 AERODROME GENERAL INFORMATION**

- i) Conditions applicable to the use of the Aerodrome – text to indicate that the aerodrome, when usable for the take-off and the landing of aircraft, will be usable by all under the same conditions;
- ii) Aeronautical Information System and procedures for publication;
- iii) Aerodrome operator's obligations.
- iv) To describe the Aerodrome organization and the workforce.

#### **1.3 INSPECTION SUMMARY**

- i) To present the scheduling of the inspection.
- ii) To identify the inspection team (to detail domain of expertise)



Job Title	Domain of expertise	Name	Phone/Cell	E-mail address
Team leader				
Inspector 1				
Inspector 2				
Inspector 3				
Inspector 4				
Inspector 5				

iii) To identify the persons met/interviewed.

Job Title	Names	Date of meeting	Phone/cell	E-mail Address

## ***Part II – Narrative Summary***

### **2.1 BRIEF DESCRIPTION OF THE INSPECTION PROCEEDINGS**

To summarize the inspection proceedings and the evaluation of the various Aerodrome services by following the procedure established in the Aerodrome Inspection Guide in order to ensure that the Aerodrome operational procedures were in accordance with national laws and regulations, the applicable standards and the operator's Aerodrome Manual.

To summarize the review of the Aerodrome Manual and other Aerodrome operator's documents, the evaluation of the control in place, the qualification of the personnel and the inspection procedures of equipment and physical installations.

## ***Part III – Summary of the Inspection Results***

To summarize the main findings of the inspection, the deficiencies and the Aerodrome inspectors recommendations vis-à-vis those deficiencies.

## ***Part IV - Appendices – Aerodrome Inspection Findings***

To attach the various «Aerodrome inspection finding forms », part I to be completed by the Aerodrome inspector.

## Appendix C. Record Form for Aerodrome Inspection Findings

RECORD OF AERODROME INSPECTION FINDINGS					
PART 1 : To be completed by the Aerodrome inspector					
Aerodrome:			No:		
Area of inspection:			Date :		
Name of the Inspector :			Finding Category:		
REFERENCE DOCUMENT					
FINDING					
RECOMMENDATIONS					
PART 2 : To be completed by the Aerodrome Operator					
OBSERVATIONS and REMARKS – Aerodrome Operator					
PROPOSED CORRECTIVE ACTION(S) (To explain the short term and long term measures that will be taken to eliminate the deficiency and its reoccurrence).	OFFICE ACTION	EVIDENCE REFERENCE	STARTING DATE	DATE OF COMPLETION	PROGRESS
1.					
2.					
3.					
PART 3 : To be completed by the IACM					
FOLLOW-UP ON CORRECTIVE ACTIONS					
COMMENTS ON THE PAC					
PROGRESS DOCUMENTED				REVIEW DATE	
EVALUATION OF CORRECTIVE ACTIONS PUT IN PLACE				DATE(S) OF APPLICATION OF CORRECTIVE ACTION(S)	
1.					
2.					
3.					
<p>This finding has been resolved satisfactorily: _____</p> <p style="text-align: right;">IACM Inspector's Name and Signature</p>					

## Appendix D. Aerodrome Certificate Sample



### CERTIFICADO DE AERÓDROMO / AERODROME CERTIFICATE

XX/DINA/AGA/XX

#### CÓDIGO DE REFERÊNCIA DO AERÓDROMO / AERODROME REFERENCE CODE 4XX

Este Certificado é emitido sob autoridade do Instituto de Aviação Civil de Moçambique e certifica que:

*This Certificate is issued under the authority of the Mozambique Civil Aviation Authority to certify that:*

O Aeródromo:

*The Aerodrome:*

Nome do Aeródromo / Aerodrome Name:

Coordenadas do Aeródromo / Aerodrome Coordinates:

Localização do Aeródromo / Aerodrome Location:

Código da ICAO / ICAO Code:

Nome e Endereço do Operador do Aeródromo / Name and address of the Operator:

Cumpriu com os requisitos da Lei da Aviação Civil 05/2016 de 14 de Junho e do MOZCAR 139 aplicáveis à Certificação de Aeródromos, e os padrões da Aviação Civil Internacional, bem como a organização e gestão segura dos serviços de aeródromo pelos quais é responsável.

*Complied with the requirements of the Civil Aviation Law 05/2016 of 14<sup>th</sup> June and of the MOZCAR 139 applicable to Aerodrome Certification and the standards of International Civil Aviation as well as the organization and safe management of the aerodrome services for which it is responsible.*

Este certificado de aeródromo autoriza o operador do aeródromo a fornecer serviços de aeródromo de acordo com o Manual de Aeródromo de XXXXXX Aprovado.

*This Aerodrome Certificate authorizes the aerodrome operator to provide aerodrome services in accordance with the approved XXXXXX Aerodrome Manual.*

O Instituto de Aviação Civil de Moçambique pode suspender ou cancelar este Certificado de Aeródromo em qualquer altura em que o operador do Aeródromo não cumpra os requisitos da Lei da Aviação Civil 05/2016 de 14 de Junho e do MOZCAR 139 ou outras disposições definidas nas Leis e Regulamentos Nacionais.

*The Civil Aviation Institute of Mozambique may suspend or cancel this Aerodrome Certificate whenever the aerodrome operator does not comply with the requirements of the Civil Aviation Law 05/2016 of 14<sup>th</sup> June and of the MOZCAR 139 or other provisions defined in the Laws and National Regulations.*

O presente certificado é válido por um período de três (3) anos à partir da data de emissão até ao dia \_\_/\_\_/20\_\_ e permanecerá válido durante este período de três anos, a menos que seja cancelado ou suspenso sob a autoridade e aprovação do IACM. Este Certificado é intransmissível.

*This certificate is valid for the period of three (3) years from the date of issue until \_\_/\_\_/20\_\_ and will remain valid during this three years period, unless it is canceled or suspended under the authority and approval of the IACM. This certificate is non-transferable.*

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**Data de Emissão**  
*Issue Date*

---

**Cmdt. João Martins de Abreu**  
**Presidente Conselho de Administração**  
**Instituto de Aviação Civil de Moçambique**  
**(Chairman and Chief Executive Officer)**

## Appendix E. ATTACH TO THE CERTIFICATE

### ESPECIFICAÇÕES DO CERTIFICADO DE AERÓDROMO DE XXXXXX / SPECIFICATION OF XXXXXX

#### AERODROME CERTIFICATE

\_\_\_\_/DINA/AGA/\_\_\_\_

#### 1. Tipo de uso / Type of use

O Aeroporto de XXXXXX está certificado para operar com tráfego Doméstico e Internacional.

XXXXXX Airport is certified to operate with Domestic and International traffic.

#### 2. Condições Operacionais / Operational conditions

##### 2.1.) Tipo de Aeronave Crítica / Type of critical aircraft:

- CAT \_\_\_\_;

##### 2.2.) Condições Operacionais providenciadas para acomodação da Aeronave Crítica:

*Operational conditions provided to critical aircraft*

- PAPI na Pista \_\_\_\_/\_\_\_\_ / PAPI on runway \_\_\_\_/\_\_\_\_
- Aproximação visual na Pista \_\_\_\_/\_\_\_\_ / Visual approach on runway \_\_\_\_/\_\_\_\_
- Ajudas Visuais, Marcas e Luzes na Pista \_\_\_\_/\_\_\_\_ / Visual aids, markings and runway lights on runway \_\_\_\_/\_\_\_\_
- DVOR/DME na Pista \_\_\_\_/\_\_\_\_ / DVOR/DME on runway \_\_\_\_/\_\_\_\_
- ILS Cat \_\_\_\_ na Pista \_\_\_\_ / ILS Cat \_\_\_\_ on runway \_\_\_\_
- RNAV na Pista \_\_\_\_/\_\_\_\_ / RNAV on runway \_\_\_\_/\_\_\_\_
- Instalações METEO / Meteorological facilities;
- Capacidade para Remoção de Aeronaves Desabilitadas / Capability to remove disabled aircraft;
- Serviços de Controlo de Tráfego Aéreo / Air Traffic Control

##### 2.3.) Categoria dos Serviços de Luta Contra Incêndio / Rescue and Firefighting Services Category:

- CAT \_\_\_\_;

#### 3. Restrições Operacionais / Operational Restrictions

#### 4. Isenções Autorizadas / Exemptions

---

Data de Emissão

*Issue Date*

---

Cmdt. João Martins de Abreu Presidente do

Conselho de Administração

Instituto de Aviação Civil de Moçambique

*(Chairman and Chief Executive Officer)*

## Appendix F. Operator Statement and Manual Approval

<b>AERODROME OPERATOR STATEMENT AND AERODROME MANUAL APPROVAL</b>	
Name of the Aerodrome :	
Name of the operator :	
Latitude:	Longitude :
<b>AERODROME OPERATOR STATEMENT</b>	
I, hereby, certify that the information in this manual is accurate and that no relevant information has been omitted. I accept and I will conform to the requirements and specifications of the manual.	
Aerodrome Operator Representative, Name and Signature	Date
<b>AERODROME MANUAL APPROVAL</b>	
This Aerodrome Manual is approved.	
Chairman and Chief Executive Officer	Date

## Appendix G - Sample Letter of Cancellation by Surrender

*{file reference}*

*{Certificate holder's name}*

*{Address}*

Dear *{name of certificate holder}*

Subject: Surrender of the certificate to operate *{name of}* aerodrome

I refer to your letter dated *{dd/mm/yy}* requesting cancellation of your aerodrome certificate for *{name of}* aerodrome. Your Aerodrome Certificate number *{XXnnn}* *{has been/will be}* cancelled on *{dd/mm/yy}*, and I have arranged for a permanent NOTAM number *{nnnn/nn}* to be issued advising of the certificate cancellation from that date.

*{Insert whichever of the following two paragraphs is relevant.}*

As there *{are/are not}* to be regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority. *{This function and any day-to-day matters in relation to your aerodrome will normally be performed on behalf of the Authority by me as the Aerodrome Inspector assigned to your aerodrome.}*

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised that there are certain steps that you should take:

Remove the windsock and boundary markers.

Advise any known local operators

Display appropriate unserviceability markers.

If you have any queries regarding this certificate cancellation or the legislative requirements for the continuing use of your aerodrome, please contact me.

Yours sincerely,

*{Signature}*

*{Name}*

Aerodrome Inspector

*{dd month yyyy}*