



Aerodrome Certification procedures and Checklists

TPO AGA 01

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Seychelles Civil Aviation Authority



APPROVAL FORM

This Aerodromes Certification Procedures and Checklists, reference TPO AGA 01, first edition, July 2008 has been approved by the Safety Regulation Section of the SCAA.

Signature..... *G-92* 

Date and Stamp..... *27/03/09*

AMENDMENTS

AMENDMENTS			
No	Date Applicable	Date Incorporated	Entered By

(ii)

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1.0 INTRODUCTION

1.1 ICAO Annex 14, Volume I requirements on aerodrome certification

ICAO Annex 14, Volume I requires that States certify aerodromes used for international operations in accordance with the specifications contained in that Annex as well as other relevant ICAO specifications through an appropriate regulatory framework. The regulatory framework is required to include the establishment of criteria for certification of aerodromes. Furthermore, as part of the certification process, an aerodrome manual giving all pertinent information on the aerodrome site, facilities, services, equipment operating procedures, organisation and management including a safety management system, shall be submitted by the applicant for approval/acceptance.

Seychelles Civil Aviation laws and regulations

Seychelles Civil Aviation Authority (SCAA), under the powers vested in it by the relevant Articles of the Air Navigation Order (ANO), has developed its own set of regulations based on Annex 14, Volume I and related guidance material in the ICAO manuals. These regulations are contained in the Seychelles Manual of Aerodrome Standards (SMAS) clearly laying down the framework for certifying aerodromes within Seychelles.

Role/Status of the aerodrome manual in the certification process

The aerodrome manual is a fundamental requirement of the certification process. It shall contain all the relevant information about the aerodrome as stipulated in SMAS for processing the application before granting an aerodrome certificate. The information presented in the aerodrome manual shall demonstrate that the aerodrome conforms to the certification standards and safety directives put forth by the SCAA, and that there are no apparent shortcomings which would adversely affect the safety of aircraft operations. The manual shall be a reference document and provides a checklist of aerodrome certification standards to be maintained and the level of airside services at the aerodrome.

Information provided in the aerodrome manual will be the basis to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's capability to be eligible to be granted a certificate. It is a basic reference guide for conducting site inspections for granting an aerodrome certificate and for subsequent continued surveillance/safety inspections. The aerodrome manual is a reference document agreed to between the aerodrome operator and the SCAA with respect to the standards, conditions and the level of service to be maintained at the aerodrome.

2.0 PROCESS OF AERODROME CERTIFICATION

2.1 The Process

Fundamentally, the aerodrome certification process comprises the following steps:

- a) SCAA evaluation/dealing with the expression of interest by an intending applicant for the issue of an aerodrome certificate;
- b) SCAA assessing the formal application, including evaluation of the aerodrome manual;
- c) SCAA assessing the aerodrome facilities and equipment;
- d) SCAA issuing or refusing an aerodrome certificate; and
- e) Promulgating the certified status of an aerodrome and the required details in the AIP.

1. **2.2 SCAA evaluation of the expression of interest/application:** One of the first steps in the process of certification of an aerodrome is to consider the letter of interest of the applicant requesting the grant of an aerodrome certificate.

The SCAA will then acknowledge the receipt of the application, giving an indication of the likely date by when the processing would be completed.

2.3 SCAA Assessing the application and evaluation of the aerodrome manual: The aerodrome manual shall be checked initially by the SCAA to see if:

1. the structure and content of the aerodrome manual are as set out in SMAS, Appendix E;
2. it is typewritten or printed, and signed by the aerodrome operator;
3. it is in a format that is easy to revise;
4. it has a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
5. it is organized in a manner that will facilitate the preparation, review and approval process.

Form 1 attached hereto will be filled in by the aerodrome inspector to check methodically that the all initial requirements have been met.

2.4 SCAA Checking the aerodrome manual:The third step and major one is checking the contents of the aerodrome manual itself. The aerodrome manual shall be thoroughly checked to see if the following information has been provided in an organised manner:

1. General information set out in Appendix E of the SMAS/regulations. Details of the aerodrome site as set out in Appendix E of the SMAS;
2. Details of the aerodrome data required to be reported to the aeronautical information service as specified in Appendix E of the SMAS;
3. Compliance with the aerodrome operating procedures and safety measures as set out in the SMAS. This may include references to air traffic procedures such as those relevant to low-visibility operations. Air traffic management procedures are normally published in the Manual of Air Traffic Management (MATM) with a cross-reference to the aerodrome manual. This aspect of liaison and co-ordination with ATS and cross referencing needs to be ensured.
4. Details of the aerodrome administration and the safety management system as set out in Appendix E of SMAS.
5. Has any exemption from compliance with the SMAS regulations been requested? If yes, has an aeronautical study been conducted by the applicant? Have the number of any previous exemption order/communication, date of the order and conditions/procedures to ensure equivalent levels of safety been included?
6. Does the aerodrome operator have competent operational and maintenance personnel?
7. Is the aerodrome rescue and fire fighting service available at all hours? Does the aerodrome RFFS have fully functional RFF equipment, trained personnel and extinguishing agents as specified for the given aerodrome category in SMAS regulations?
8. Does the aerodrome manual confirm that there is adequate and definitive co-ordination with other service providers such as the Air Traffic Services, Meteorological Services, Aeronautical Information Services etc....

9. Does the aerodrome have a safety management system in place? As part of this information, is the organisation chart of the aerodrome available with the contact details of all key officials? Does the aerodrome have an internal audit system? How frequently is the audit carried out?
10. How does the aerodrome operator coordinate the activities of other agencies working at the aerodrome, such as fixed base operators, ground handling agencies, etc. to ensure safety? How are they audited?
11. How is the notification and reporting of all relevant information to the AIS including any change in the facilities, equipment and level of service at the aerodrome carried out?
12. What process has been identified for reporting any penetrations of the aerodrome obstacle limitation surfaces, existence of any hazardous situation on or in the vicinity of the aerodrome, or closure of any part of the movement area, or of any work in progress that may have an impact of the safety of aircraft operations?
13. What aerodrome inspection regime is in place and if this is in accordance with the SMAS regulations?
14. Does the aerodrome have a system for posting hazard warning notices if any low-flying aircraft at or in the vicinity of the aerodrome, or taxiing aircraft is likely to be hazardous to public?
15. Is there a need for a flight operations assessment to be conducted? Has such an assessment been conducted by the applicant? Was it satisfactory or not? If not, what were the reasons? And how does the applicant plan to resolve this satisfactorily?
16. Has an environmental study been carried out in collaboration with the concerned government department(s)? What was the result of such a study?
17. If there are certain obstacles near the aerodrome, what operational procedures have been put in place? Have the instrument approach procedures been evaluated and validated recently?
18. Are there any other safety-related issues that need to be addressed/ resolved?
19. Has the aerodrome developed and published an up to date disabled aircraft removal plan in accordance with national requirements? A sample check list is attached as Form 2 hereto.

3.0 Assessing the aerodrome facilities, services and equipment: Once the office work of evaluating the aerodrome manual is complete, a field verification of the aerodrome facilities, services and equipment shall be undertaken with due co-ordination with the applicant. The attached Forms 3A to 3F shall be used for this verification inspection.

4.0 Grant/refusal of certificate: When the aerodrome manual is completely checked and found satisfactory, the Form 1 shall be completed by the Aerodrome Inspector for approval by the Head of Aerodromes Safety Unit of the SCAA for granting the certificate. A sample certificate attached as Appendix C to the SMAS shall be used.

Exemption

The SCAA may exempt, in writing, an aerodrome operator from complying with specific provisions of these regulations. When an aerodrome does not meet the requirement of a standard or practice specified in the SMAS, the SCAA may determine, after carrying out aeronautical studies, only if and where permitted by the standards, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard. Before it is decided to exempt the aerodrome operator, the ASU will take into account all safety-related aspects.

An exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the SCAA in the aerodrome certificate as being necessary in the interest of safety. Deviation from a standard and the conditions and procedures referred to in the MAS, shall be set out in an endorsement on the aerodrome certificate. The certificate should also contain the number and file reference of exemptions granted pursuant to the relevant clause of the MAS.

If the application was unsuccessful, the applicant shall be advised of the additional steps that need to be taken prior to certification. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required in order to comply with the standards specified in the MAS, particularly where an exemption from compliance with a Standard is requested. If, after being advised of the additional steps that must be taken to rectify the shortcomings identified during the verification visit, the aerodrome operator is still not able to satisfy the requirements of the regulations, the CAA may refuse to grant a certificate.

The refusal may be based on one or more of the following determinations, for which details should be given:

- a) the inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
- b) the assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
- c) the assessment of the aerodrome manual revealed that it does not contain the particulars set out in the MAS regulations; and
- d) the assessment of the above facts and other factors revealed that the applicant will not be able to properly operate and maintain the aerodrome as required in the MAS.

After successful completion of the processing of the application and the inspection of the aerodrome, the SCAA, when granting the aerodrome certificate, will endorse the conditions for the type of use of the aerodrome and other details. The grant of an aerodrome certificate obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow SCAA-authorized personnel access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying and reporting as prescribed.

5.0 Aerodrome Operator's obligations post-certification:

An aerodrome that is granted a certificate under the applicable regulations needs to keep the certificate current and any change in the level of facilities, services and equipment needs to be brought to the attention of the Aerodrome Safety Section of SCAA. Necessary amendment to the aerodrome manual must be carried out in consultation with the Aerodrome Safety Section with a final copy of the amendment pages forwarded to the Aerodrome Safety Section as required in the MAS.

To meet the above obligations, the aerodrome operator is required to have a continuous self-inspection and internal audit of the aerodrome facilities, services and equipment as well as of the aerodrome safety management system, including the aerodrome operator's own functions. The aerodrome operator shall also be required to arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome. Alternately, the internal audit results of these agencies may be acceptable if the results meet or exceed the minimum industry requirements and do not conflict with the aerodrome's own safety policies.

The certified aerodrome must have a programme of carrying out special inspections following an accident/incident at the aerodrome as well as after any construction/maintenance activity which will have a bearing on the operational safety of aircraft at the aerodrome.

6.0 Continued surveillance/oversight by the Regulator:

Periodic inspections and audits of the certified aerodrome by the Aerodrome Safety Section may be necessary to check/ensure that aerodrome certificate holders meet their obligations under the terms of the certificate and that the certified aerodrome continues to maintain the level of safety as at the time of certification. To this end, the Aerodrome Safety Section personnel may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate is renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome. The sample audit/inspection forms developed by the SCAA (Appendix 1) shall be used for this. Any deviation from the agreed aerodrome manual will be brought to the attention of the aerodrome operator by the Aerodrome Safety Section for developing an action plan to resolve the situation that would have a bearing on the aerodrome's operational safety.

Such periodic inspections will be organised as follows:

- a) Pre-inspection briefing with aerodrome management, including coordination with air traffic control tower personnel.
- b) Administrative inspection of the aerodrome safety management system.
- c) Movement area inspection including the inspection and checking of runways and taxiways, markings, lighting, signs, shoulders, strips and runway end safety areas; checking for potentially hazardous conditions if construction work is in progress; checking ground vehicle operations in the movement area; checking for wildlife hazards and wildlife attractants; and checking landing direction indicators and wind direction indicators.
- d) Rescue and fire-fighting services, their training records; the category requirements; time response drill; checking the alarm system; checking and examining proximity suits, other protective clothing and fire-fighting and rescue tools.
- e) Fuel facilities including spot checking, including fuel sampling, for compliance with the applicable requirements.
- f) Night inspections of runway, taxiway and apron lighting and signage; pavement markings; aerodrome beacons; wind direction indicator lighting; obstacle lighting and the marking and lighting of construction areas.
- g) Post inspection briefing with the aerodrome management, including the determination of appropriate enforcement action for non-compliance with the regulations.

Other safety functions which may require to be addressed by the aerodrome inspector are:

- a) a first-hand evaluation of full-scale airport emergency exercises to identify problems and deficiencies;
- b) the provision of guidance at the design and construction stages of aerodrome projects, particularly complex projects or where there is significant work that may impact compliance with the regulations;
- c) final inspection of completed projects involving complex or significant work to identify problems or deficiencies that need to be corrected in order to comply with the requirements of the regulations;
- d) the organization of, and participation in, aerodrome safety seminars and other training programmes to promote a safety culture.

7.0 Compliance and enforcement

Aviation safety at aerodromes depends primarily on voluntary adherence to these requirements by the aerodrome operators. Promoting compliance with the regulations through education, training and counselling is therefore of primary importance, and only when these efforts have failed should formal enforcement action be taken. Administrative action in the form of a warning letter or correction letter may be considered appropriate when legal action is deemed unnecessary. Administrative enforcement action is intended to bring the violation to the attention of the aerodrome operator, to document corrective action and to require future compliance. Such actions are warranted when the violation does not result in a significant unsafe condition, is not caused by incompetence or lack of required qualifications on the part of the aerodrome operator, is not deliberately caused, the attitude of the operator is constructive and positive towards compliance with the regulations and there is no history of such a violation by the operator.

8.0 REVIEW AND SUBSEQUENT APPROVAL OF THE AERODROME MANUAL

The Aerodrome Manual may from time to time require to be amended to ensure the aerodrome remains abreast with developments in the aerodrome industry and introduction of new standards by ICAO.

To that effect, all proposed amendments shall be forwarded to the Aerodrome Safety Section of the SCAA for review and approval prior to being incorporated in the Aerodrome Manual by the aerodrome operator. As part of the review process, the Aerodrome Safety Section shall ensure that the necessary co ordination has been carried out with the other parties (ie) ATS, MET etc...and other Government agencies as necessary prior to approval for incorporation in the Operator's Aerodrome Manual.

Once the amendment has been approved by the Aerodrome Safety Section of the SCAA, the aerodrome operator shall ensure that the proper co ordination is effected with AIS to ensure that the necessary amendments can be made to the AIP.

Once an amendment is approved by the Aerodrome Safety Section of the SCAA, the aerodrome operator shall ensure that the amendment record is kept up to date and such amendment recorded on the page reserved for recording of amendments in the operators Aerodrome Manual.

The amendment number, date and page number shall be appropriately reflected on the amended page(s)

The Aerodrome Manual shall be reviewed on a periodical basis whenever the aerodrome certificate comes up for renewal at the interval established in the Air Navigation Order (ANO).



**9.1 SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulations - Aerodrome Safety Unit**

**Aerodrome Certification -
Checklist for Processing the Application**

(To be completed by the Aerodrome Inspector)

Tick each box to indicate the satisfactory completion and acceptance of the task. Note the date against each box. Task numbers marked “#” **do not** apply to the registration of aerodromes covered under the transitional provisions should any be in existence.

Aerodrome Name:

- 1 # Aerodrome file raised..... (File number:) /...../.....
 - 2 Application checked for completeness/...../.....
 - 3 # Fee received from applicant and receipt issued /...../.....
 - 4 Applicant assessed as able to operate and maintain aerodrome/...../.....
 - 5 Facilities assessed as acceptable by Aerodrome Inspector/...../.....
 - 6 # Operational safety matters discussed with Flight Operations/...../.....
 - 7 # Facilities assessed as acceptable by Flight Operations/...../.....
 - 8 Applicant advised of any deficiencies/...../.....
 - 9 # Applicant advised of any operational restrictions/...../.....
 - 10 Clearances from other relevant government agencies/departments/...../.....
 - 11 # Quote reviewed and outstanding fees received (or refund paid)/...../.....
 - 12 Certification refused accepted/...../.....
 - 13 Applicant advised of acceptance/refusal to grant aerodrome certificate/...../.....
 - 14 Recommend certificate be issued by GM (SR)/Head (ASU)/...../.....
 - 15 Internal SCAA notification complete/...../.....
-

To be completed by the Aerodrome Inspector

I have assessed the application details in accordance with the procedure and this checklist and recommend that the aerodrome be granted an aerodrome certificate.

Signed: Date: / /

Name: (Aerodrome Inspector)

To be completed by the Head, Aerodromes Safety

I have reviewed the certification process and approve that the aerodrome be granted an aerodrome certificate with any conditions and procedures as identified.

Signed: Date: / /

Name:
(Head, Aerodromes Safety)

To be completed by the AI

- 1. Aerodrome Register updated
 - 2. Advised AIS by NOTAM and notified NOF of reporting officers.
 - 3. Forwarded the standard acceptance letter and a copy of the NOTAM to aerodrome operator
 - 4. If applicable, placed the aerodrome on the surveillance schedule
- _____



9.2 SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulations Department
Aerodrome Safety Section

Aerodrome Certification – Aerodrome Manual Verification Checklist

Aerodrome Name: _____ . Location: _____

Aerodrome Inspector: _____ . Date: _____

S: Satisfactory; Proceed further. U: Unsatisfactory: Return to/Discuss with Applicant.

Sl. No.	Aerodrome Manual contents	S	U	Remarks
1	General Information: Scope, Legal requirements, Conditions for use, etc.			
2	Details of the aerodrome site			
3	Details of aerodrome data for reporting to AIS			
4	Aerodrome operating procedures & safety measures including low-vis operations			
5	Details of aerodrome administration and SMS			
6	Is/Are there request(s) for exemptions? Safety studies conducted? Results submitted?			
7	Details of the competent operational and maintenance personnel			
8	Availability of RFF services; Adequacy of published RFF Category; Training programme			
9	Details of co-ordination with ANS, MET, & AVSEC			
10	Is an aerodrome SMS in place? SMS manual and relevant details for approval.			
11	Co-ordination and oversight of other agencies/users of the aerodrome			
12	Process of notification and reporting all relevant information to AIS on any change of facilities/service/equipment			
13	Process for identifying and reporting OLS penetrations, closure of any part of aerodrome			
14	Details of aerodrome inspection regime			
15	Process for posting aircraft hazard warning notices to public			
16	Need for flight operations assessment?			
17	Any environmental study carried out and clearance obtained? From other agencies too?			
18	Details of specific operating procedures at the aerodrome due to obstacles			
19	Any other safety data included?			
20				



**9.3 SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulations – Aerodrome Safety Section
Aerodrome Inspection Checklist – Physical Characteristics**

Aerodrome Name: _____ . Ref. Code:

Aerodrome Inspector: _____ . Date:

Type of Inspection: Initial Verification/Periodic Oversight Inspection. Time:

S: Satisfactory, meets Annex 14, Vol. I SARPs; U: Unsatisfactory, check for mitigation measures

Description	S	U	Remarks
A. RUNWAY(S)			
RWY designations			
RWY width			
Overall slopes: Long: %; Trans: %			
Threshold displacement, if any.			
RWY strength: PCN xx/xx/xx/xx			
RWY surface type and quality, unevenness			
RWY shoulders: type, width, slopes, strength			
RWY turn pads: size, slopes, strength, surface, shoulder			
RWY strips: length, width, objects, grading, strength			
RESA: length, width, slopes, strength			
Clearways			
Stopways			
B. TAXIWAYS			
No. & location			
Width			
Junctions & intersections			

Description	S	U	Remarks
TWY minimum. Separation distances: RWY-RWY, RWY-TWY, TWY to objects, Taxi lane to objects			
TWY slopes: Long. %; Trans: %			
TWY strength: PCN xx/xx/xx/xx			
TWY surface type and quality			
TWY shoulders: type, width and quality			
TWY strips: width, objects grading, & slopes			
Holding bays & holding positions			
C. APRONS			
Aprons: size, strength, slopes, stand clearance distance			
Isolated aircraft parking position			
D. OBSTACLE LIMITATION SURFACES			
Non-instrument RWYs: Conical, IHS, Approach & Transitional surfaces			
Non-precision approach RWYs: Conical, IHS, Approach & Transitional surfaces			
Precision Approach RWYs – Cat I: Conical, IHS, App. & Transitional (Std) + inner app. Inner transitional & balked landing surfaces (RP)			
PARs – Cat II & III: Conical, IHS, App. & inner App., Transitional, Inner Transitional & Balked Landing surfaces			
Take-off climb surfaces: Inner edge, distance, divergence, final width, length & slope			
Objects outside OLS			



**9.4 SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulations – Aerodrome Safety Section
Aerodrome Inspection Checklist - Runway Visual Aids**

Airport: _____ **Airport Code:** _____

Inspector: _____ **Date:** _____

Runway: _____ **Length:** _____ **Displaced Thresholds:** _____

S – Satisfactory U - Unsatisfactory R – Remark	RWY _____ Cat _____		Remarks
	S	U	
Wind Direction Indicator/Lighted (<i>Recommended</i>)			
Simple Approach Lighting System			
CAT I Lighting System			
CAT II/III Lighting System			
VASI or PAPI provided as needed			
Runway Markings – All White/Glass beads (recommended)			
Runway Markings properly interrupted			
Designation/Threshold/Centre Line Markings			
Transverse Stripe/Arrows if displaced threshold (<i>Recommended</i>)			
Aiming Point Marking (Inst Code 2/3/4/) /TDZ Marking			
Runway Side Stripe			
Rwy Threshold Identification Lights (white flashing) (<i>REILS</i>)(<i>recommended</i>)			
Rwy Threshold and Wing Bar Lights/Rwy End Lights			
Runway Edge Lights			

S – Satisfactory U - Unsatisfactory R – Remark	RWY _____ Cat _____		
	S	U	Remarks
Runway Centre Line Lights (<i>Req'd II/III, T/O and RVR < 400M</i>)			
Runway Touchdown Zone Lights (<i>Req'd Cat II/III</i>)			
Stopway Lights			
Runway Designation Signs at Twy/Rwy intersections			
Rwy-hold marking at Rwy/Rwy intersections-Taxiing			
Runway Exit Signs where there is an operational need			
Lighting intensity and control			
Approach lighting frangible			
Elevated runway lighting frangible			
Lighting properly maintained			
Rapid exit taxiway indicator lights (<350m RVR/HD) (<i>Recommended</i>)			
Circling Guidance Lights			
Runway Lead in lights			
Runway end lights			
Runway Turn Pad Lights			
Stop Bars (Conditional)			
Emergency Lights			



**9.5 SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulations – Aerodrome Safety Section
Aerodrome Inspection Checklist - Taxiway Visual Aids**

Airport: _____ **Airport Code:** _____

Inspector: _____ **Date:** _____

S – Satisfactory U - Unsatisfactory R – Remark			
	S	U	R
Twy cntrln marking provided(Reqd Code 3-4, Rec'd Code 1-2)			
Twy cntrln and acft stand markings yellow			
Twy cntrln markings 15cm wide (6")			
Twy cntrln lines interrupted for hold mrkgs w .9m gape			
Rwy hold position mrkgs provided			
Rwy hold posn mrkgs provided if rwy is taxi-route			
Pattern A mrkg used for rwy hold posn			
Pattern B mrkg used for addl ILS holds at rwy hold position			
Double size hold posn markgs used for conspicuity(RECOM)			
Surface painted CATII/III sign used of pattern B mrkg over 60m			
Mandatory instruction mrkg reqd if hold posn sign			
Mandatory instruction mrkg recommended where twy width over 60m			
Intermediate twy hold mrkg where appropriate w signage(RECOM)			
Mandatory inst signs meet stnds w color/size/location/frangibility			
Rwy designation signs provided both sides of pattern A hold mrkgs			
Location signs provided outboard of rwy designation signs on wtys (RECOM)			
CAT I/II/III signs provided both sides pattern B hold mrkgs			
Rwy hold signs provided both sides of appch holds/other ILS holds			
No entry signs provided where appropriate			
Info signs meet stnds for color/size/location/frangibility			

S – Satisfactory U - Unsatisfactory R – Remark			
	S	U	R
Location & direction signs provided to ID taxi routes			
Rwy vacated signs provided where twy cntrln lights not installed			
Intersection T/O signs provided where appropriate(RECOM)			
Destination signs provided where necessary (RECOM)			
Signs/markings/lighting properly maintained			
Mandatory instruction & information signs lighted for RVR < 800m, night inst rwy, nt non inst rwy Code 3-4			
Twy cntrln lights provided for RVR < 350m			
Stop bar lights provided for RVR < 350m			
Twy edge lights provided where no cntrln lts and twy to be used art night			
Intermediate holding position lights			
Road holding position lights(If RVR between 350 and 550 m)			
Runway Guard Lights			
Visual Docking Guidance Systems			
Aircraft Stand Markings			
Apron Flood lighting			
Apron Safety lines			



**9.6 SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulations – Aerodrome Safety Section**

Aerodrome Inspection Checklist - Rescue and Fire Fighting Services (RFFS)

Airport: _____ **Airport Code:** _____ **RFF**
Cat.: _____

Inspector: _____ **Date:** _____

S - Satisfactory U - Unsatisfactory R – Remark			
	S	U	R
ARFF services provided			
Level of ARFF protection IAW Note: 700 mvmts in busiest consecutive three months			
Complementary agent provided			
Response time 1st vehicle – 3min to end of all opnl rwys, 4min all other vehicles RECOM: 2min 1st vehicle, 3min all other vehicles			
RFF personnel properly trained – initial & recurrent Recommendations for trng programme – Airport Services Manual Pt 1			
Human performance & team coordination trng required			
Rff personnel provided w PPE & respiratory equipment Equip recommended IAW Part 1 – helmet/gloves/boots/prox suit/SCBA/mask			
Apts near water, swamps, mountains w app/cep paths over such shall have specialized rescue & RFF services appropriate to the risk			
Discharge rates of foam			
RFF equip preventive maint system in place (RECOM)			
During flt opns sufficient & qualified personnel available (RECOM)			
2x foam on each foam capable vehicle (RECOM)			
Grid map on each vehicle (RECOM)			
200% of required agent maintained on apt (RECOM)			
Rescue equip on each vehicle (RECOM)			
Minimum # of RFF vehicles available (RECOM)			
Alerting system between RFF and ATS (RECOM)			

SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulations – Aerodrome Safety Unit
Aerodrome Inspection Checklist - Operational Safety & Wildlife Control

Airport: _____ **Airport Code:** _____

Inspector: _____ **Date:** _____

S - Satisfactory U – Unsatisfactory R- Remarks			
	S	U	Remarks
Availability of primary power supply			
Secondary power supply for aerodrome visual aids			
System to monitor operational status of airfield lighting systems			
Secondary power supply systems switch over times			
Existence of aerodrome emergency planning			
Conduct of aerodrome emergency exercise as per the AEP			
Ability to handle emergencies in water & difficult terrain			
Ability to remove disabled aircraft			
Assess bird strike hazard through national recording system/reporting procedures or local information collection			
When hazards are identified take action to mitigate the hazard			
Take action to eliminate wildlife attractants (unless deemed acceptable by an aeronautical study)			
Provision of apron management service			
To add: Airfield and VA maintenance, Pavement surface friction, Rubber deposit removal, etc.			
Fire protection during ground servicing of aircraft			
Control and operations of aerodrome vehicles			
Provision of SMGCS			
Siting of equipment and installations on aerodrome operational areas			
Provision of fencing or other suitable barriers around an aerodrome from safety and security perspective			
Provision of security lighting			
Routine inspection and maintenance of airport pavements			
Regular maintenance of visual aids			

**9.8 SEYCHELLES CIVIL AVIATION AUTHORITY
Safety Regulation – Aerodrome Safety Section**

(For SCAA files only)

Variation from MAS criteria-Record of Exemption granted

Aerodrome:

Type of Certificate:

Exemption Order No	Details of Deviations & Exemption granted	Status Approved/Not Approved	File Reference/ Doc	Head of SR/ASS	
				Date	Initials



SCAA

Seychelles Civil Aviation Authority

NAME OF AERODROME		START DATE OF AUDIT	
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CATEGORY 1 (ONE)-NON-COMPLIANCE CREATING A SIGNIFICANT SAFETY HAZARD

Inspection of the aerodrome has shown a major failure of compliance with the aerodrome licensing requirements set out in either the Air Navigation Order, the Aerodrome License or the Seychelles Manual of Aerodrome Standards as indicated in the reference box (es) below.

The major failure of compliance must be rectified immediately or within the short timescales indicated. Failure to do so will result in the SCAA having to take regulatory action which could result in the suspension or revocation of the aerodrome license.

ITEM NUMBER:	1.1	DISCIPLINE		REFERENCE	
HEADING: LATEST CORRECTION DATE:	NON COMPLIANCE CORRECTED (for SCAA use only)				
	Date		Document No		By (Signature)

CATEGORY 2 (TWO)-NON-COMPLIANCE

Inspection of the aerodrome has shown that it is not in full compliance with the aerodrome licensing requirements set out in either the Air Navigation Order, the Aerodrome license, the Seychelles Manual of Aerodrome Standards as indicated below.

Aerodrome Standards department must now be informed that these items have been rectified by the dates agreed with the aerodrome during the inspection, and shown in the latest Correction Box below. Failure to rectify any items within the agreed time scale may result in the SCAA having to take regulatory action which could result in suspension or revocation of the aerodrome license.

ITEM NUMBER:	2.1	DISCIPLINE	OPS/RFFS	REFERENCE	
HEADING:					
LATEST CORRECTION DATE:	NON COMPLIANCE CORRECTED (for SCAA use only)				
	Date		Document No		By (Signature)

ITEM NUMBER:	2.2	DISCIPLINE	OPS/RFFS	REFERENCE	
HEADING:					
LATEST CORRECTION DATE:	NON COMPLIANCE CORRECTED (for SCAA use only)				
	Date		Document No		By (Signature)

ITEM NUMBER:	2.3	DISCIPLINE	OPS/RFFS	REFERENCE	
HEADING:					
LATEST CORRECTION DATE:	NON COMPLIANCE CORRECTED (for SCAA use only)				
	Date		Document No		By (Signature)

ITEM NUMBER:	2.4	DISCIPLINE	OPS/RFFS	REFERENCE	
HEADING:					
LATEST CORRECTION DATE:	NON COMPLIANCE CORRECTED (for SCAA use only)				
	Date		Document No		By (Signature)

ITEM NUMBER:	2.5	DISCIPLINE	OPS/RFFS	REFERENCE	
HEADING:					
LATEST CORRECTION DATE:	NON COMPLIANCE CORRECTED (for SCAA use only)				
	Date		Document No		By (Signature)

ITEM NUMBER:	2.6	DISCIPLINE	OPS/RFFS	REFERENCE	
HEADING:					
LATEST CORRECTION DATE:	NON COMPLIANCE CORRECTED (for SCAA use only)				
	Date		Document No		By (Signature)

CATEGORY 3 (THREE)-ITEMS WHICH MAY AFFECT AERODROME SAFETY

In addition to those items set out in Category 1 and 2 the Aerodrome Inspector has commented on the following items which have the potential to affect safety and for which it is recommended that the licensee consider appropriate remedial action. Where necessary, Aerodrome Standards Department must be informed that these items have been considered by the date given for each item.

ITEM NUMBER:	3.1	Discipline	OPS	RESPONSE DATE	
HEADING	SMS				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER:	3.2	Discipline	OPS	RESPONSE DATE	
HEADING	Aerodrome Bird Hazard Control				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER:	3.3	Discipline	OPS	RESPONSE DATE	
HEADING	Aeronautical Ground lighting (AGL) Flight Inspections.				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER:	3.4	Discipline	OPS	RESPONSE DATE	
HEADING	Runway End Safety Area (RESA)				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER:	3.5	Discipline	OPS	RESPONSE DATE	
HEADING	Safeguarding				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER:	3.6	Discipline	OPS	RESPONSE DATE	
HEADING	License Variations (Notification of)				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER	3.7	Discipline	RFFS	RESPONSE DATE	
HEADING	ANNEX 14				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER	3.8	Discipline	RFFS	RESPONSE DATE	
HEADING	Appliance & Equipment				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER	3.9	Discipline	RFFS	RESPONSE DATE	
HEADING	Medical Supplies				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ITEM NUMBER	3.10	Discipline	RFFS	RESPONSE DATE	
HEADING	Emergency Planning				
RESPONSE RECEIVED (for SCAA use only)					
Date		Document No		By (Signature)	

ADDITIONAL COMMENTS (if required) a) Inspectors b) Licensee

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By signature below the licensee agrees that the non compliances set out in Category 1 and 2 have been acknowledged, and will either be addressed by the dates agreed with the inspector, or information given on progress made in dealing with the issue. Likewise the issues raised in Category 3 will also be dealt with accordingly.

Declared Distances Data confirmed by the licensee			
Variations Confirmed by the Licensee			
Name (s) of CAA Inspector(s)			
Type of Audit		Period of Audit	
Date	Authorised Aerodrome Official (Sign & Print name)	SIGNATURE OF INSPECTOR	

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Pass Report To (Tick where appropriate): **Snr AI (OPS)** **Snr AI (RFF)** **HASD**