



**Safety Regulation Division**

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## **CAP OPS 100**

**Aeroplane commercial operations to other than certified aerodromes**

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## Chapter 1 Introduction

### 1.1 Regulations for commercial operations at adequate aerodromes

- 1.1.1 CAT.OP.MPA.105 (Use of aerodromes and operating sites) makes provision for the operator to utilise aerodromes that are adequate for the type(s) of aircraft and operation(s) concerned.
- 1.1.2 EASA Part DEF defines an adequate aerodrome as “an aerodrome on which the aircraft can be operated, taking account of the applicable performance requirements and runway characteristics”.
- 1.1.3 The following standards set out factors and characteristics that may be used by the operator to determine the adequacy of aerodromes that fall under the category of 1A to 2B (see Appendix A) other than certificated aerodromes for the landing and taking-off of aeroplanes.

## Chapter 2 Use of ICAO Aerodrome Reference Code

### 2.1 Use of ICAO Aerodrome Reference Code

2.1.1 ICAO has devised a reference code to provide a simple method for inter-relating the numerous specifications concerning the characteristics of aerodromes so as to provide a series of aerodrome facilities that are suitable for aeroplanes intended to operate at the aerodrome. The code is not intended to be used for determining runway length or pavement strength requirements.

2.1.2 The code is composed of two elements from the table below which are related to the aeroplane performance characteristics and dimensions. Element 1 is a number based on the aeroplane reference field length and element 2 is a letter based on the aeroplane wing span and outer main gear wheel span. A particular specification is related to the more appropriate of the two elements of the code or to an appropriate combination of the two code elements.

Aerodrome Reference Code

Code element 1		Code element 2		
Code number	Aeroplane reference field length	Code letter	Wing span	Outer main gear wheel span <sup>a</sup>
(1)	(2)	(3)	(4)	(5)
1	Less than 800 m	A	Up to but not including 15 m	Up to but not including 4.5 m
2	800 m up to but not including 1 200 m	B	15 m up to but not including 24 m	4.5 m up to but not including 6 m
3	1 200 m up to but not including 1 800 m	C	24 m up to but not including 36 m	6 m up to but not including 9 m
4	1 800 m and over	D	36 m up to but not including 52 m	9 m up to but not including 14 m
		E	52 m up to but not including 65 m	9 m up to but not including 14 m
		F	65 m up to but not including 80 m	14 m up to but not including 16 m

a. Distance between the outer edges of the main gear wheels.

2.1.3 Appendix A summarises the Aerodrome Reference Code derived for Normal and Commuter category aeroplanes on the Seychelles register.

## Chapter 3 Physical requirements of aerodrome facilities

*N.B Appendix A stipulates a summary of the derived physical characteristics of aerodromes applicable to Normal and Commuter aeroplanes on the Seychelles register. An example of a Category 1B runway is also illustrated.*

### 3.1 Runways- Number and orientation of runways

3.1.1 The number and orientation of runways at an aerodrome should be such that the usability factor of the aerodrome is not less than 95 per cent for the aeroplanes that the aerodrome is intended to serve.

3.1.2 The siting and orientation of runways at an aerodrome should, where possible, be such that the arrival and departure tracks minimize interference with areas approved for residential use and other noise-sensitive areas close to the aerodrome in order to avoid future noise problems.

### 3.2 Location of threshold

3.2.1 A threshold should normally be located at the extremity of a runway unless operational considerations justify the choice of another location.

3.2.2 In cases where there is insufficient area for a runway end strip, the threshold shall be displaced by the required amount in the applicable runway landing runway.

### 3.3 Width of runways

3.3.1 The width of a runway shall not be less than the appropriate dimension specified in the following table should:

	Code letter					
Code number	A	B	C	D	E	F
1	18 m	18 m	23 m	-	-	-
2	23 m	23 m	30 m	-	-	-
3	30 m	30 m	30 m	45 m	-	-
4	-	-	45 m	45 m	45 m	60 m

### 3.4 Slopes on runways

3.4.1 Longitudinal slopes- The slope computed by dividing the difference between the maximum and minimum elevation along the runway centre line by the runway length should not exceed:

- 1 per cent where the code number is 3 or 4; and
- 2 per cent where the code number is 1 or 2.

3.4.2 Transverse slopes- To promote the most rapid drainage of water, the runway surface should, if practicable, be cambered except where a single crossfall from high to low in the direction of the wind most frequently associated with rain would ensure rapid drainage. The transverse slope should ideally be:

- 1.5 per cent when the code letter is C, D, E or F;

— 2 per cent when the code letter is A or B;

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### 3.5 Strength of runways

- 3.5.1 A runway should be capable of withstanding the traffic of aeroplanes the runway is intended to serve.

### 3.6 Surface of runways

- 3.6.1 The surface of a runway should be constructed without irregularities that would result in loss in friction characteristics or otherwise adversely affect the take-off or landing of an aeroplane. This implies that the surface should be of a uniform and similar material that would result in similar friction characteristics.

*Note 1 — Surface irregularities may adversely affect the take-off or landing of an aeroplane by causing excessive bouncing, pitching, vibration, or other difficulties in the control of an aeroplane.*

*Note 2 — Surface irregularities in cases where dissimilar surfaces exist may cause adverse directional control and braking controllability (differential braking).*

- 3.6.2 Rough Surfaces: The presence of holes, cracks and ruts will degrade aeroplane performance and handling and increase the possibility of structural damage. The smoothness of a runway can be tested by driving a stiffly sprung vehicle along the runway at a speed of at least 50-75 kph. If this is accomplished without discomfort to the occupants, the surface can be considered satisfactory.

- 3.6.2 The surface of a paved runway should be so constructed as to provide good friction characteristics when the runway is wet.

### 3.7 Runway strips

- 3.7.1 A runway and any associated stopways should be included in a strip.

a) Length of runway strips

A strip should extend before the threshold and beyond the end of the runway or stopway for a distance of at least:

- 60 m where the code number is 2, 3 or 4;
- 30 m where the code number is 1 and the runway is a non-instrument one.

b) Width of runway strips

A strip including a non-instrument runway should extend on each side of the centre line of the runway and its extended centre line throughout the length of the strip, to a distance of at least:

- 75 m where the code number is 3 or 4;
- 40 m where the code number is 2; and
- 30 m where the code number is 1.

### 3.8 Objects on runway strips

- 3.8.1 An object situated on a runway strip which may endanger aeroplanes should be regarded as an obstacle and should be removed.

### **3.9 Strength of runway strips**

- 3.9.1 The strip should be so prepared or constructed as to minimize hazards arising from differences in load bearing capacity to aeroplanes which the runway is intended to serve in the event of an aeroplane running off the runway.

## Chapter 4 Obstacle limitation

### 4.1 Approach and take-off runway obstacle limitation surface

- 4.1.1 An approach runway and take-off runway should have established an obstacle free limitation surface. The obstacle free limitation surface should be 5% (1:20 or 2.99<sup>0</sup>) extending from the end of the runway strip to a distance of 2Km with a lateral divergence of 10% from each side of the runway strip.
- 4.1.2 If no object reaches the 2% (1:50) approach or take-off climb surface, new objects should be limited to preserve the existing obstacle free surface or a surface down to a slope of 1.6% (1:62.5)



## Chapter 5 – Visual aids for navigation

### 5.1 Wind direction indicators

- 5.1.1 An aerodrome should be equipped with at least one wind direction indicator.
- 5.1.2 A wind direction indicator should be located so as to be visible from aircraft in flight or on the movement area and in such a way as to be free from the effects of air disturbances caused by nearby objects.
- 5.1.3 The wind direction indicator should be in the form of a truncated cone made of fabric and should have a length of not less than 3.6 m and a diameter, at the larger end, of not less than 0.9 m. It should be constructed so that it gives a clear indication of the direction of the surface wind and a general indication of the wind speed.
- 5.1.4 The colour or colours should be so selected as to make the wind direction indicator clearly visible and understandable from a height of at least 300 m, having regard to background. Where practicable, a single colour, preferably white or orange, should be used. Where a combination of two colours is required to give adequate conspicuity against changing backgrounds, they should preferably be orange and white, red and white, or black and white, and should be arranged in five alternate bands, the first and last bands being the darker colour.

### 5.2 Runway Markings- Colour and conspicuity

- 5.2.1 Runway markings should be white.

Note 1 — It has been found that, on runway surfaces of light colour, the conspicuity of white markings can be improved by outlining them in black.

Note 2 — It is preferable that the risk of uneven friction characteristics on markings be reduced in so far as practicable by the use of a suitable kind of paint.

Note 3 — Markings may consist of solid areas or a series of longitudinal stripes providing an effect equivalent to the solid areas.

### 5.3 Runway centre line marking

- 5.3.1 A runway centre line marking should be provided on a paved runway.
- 5.3.2 A runway centre line marking should be located along the centre line of the runway between the runway designation markings. Further guidance on runway centre line markings may be obtained from the Manual of Aerodrome Standards or by contacting the Aerodrome Safety and Standards Inspectorate.

### 5.4 Threshold marking

- 5.4.1 A threshold marking should be provided at the threshold of a runway where threshold has been permanently displaced.
- 5.4.2 Where a runway threshold is permanently displaced, arrows should be provided on the portion of the runway before the displaced threshold.
- 5.4.3 Further guidance on threshold markings in cases where thresholds have been displaced may be obtained from the Manual of Aerodrome Standards or by contacting the Aerodrome Safety and Standards Inspectorate.

**5.5 Unpaved runway edge markers**

- 5.5.1 Markers should be provided when the extent of an unpaved runway is not clearly indicated by the appearance of its surface compared with that of the surrounding ground.
- 5.5.2 The flat rectangular markers should have a minimum size of 1 m by 3 m and should be placed with their long dimension parallel to the runway centre line.

## Chapter 6 Aerodrome Operational Services, Equipment and Planning

### 6.1 Rescue and fire fighting equipment and services

- 6.1.1 The principal objective of a rescue and fire fighting service is to save lives. For this reason, the provision of means of dealing with an aircraft accident or incident occurring at, or in the immediate vicinity of, the runway assumes primary importance because it is within this area that there are the greatest opportunities of saving lives. This must assume at all times the possibility of, and need for, extinguishing a fire which may occur either immediately following an aircraft accident or incident, or at any time during rescue operations.
- 6.1.2 The most important factors bearing on effective rescue in a survivable aircraft accident are: the training received, the effectiveness of the equipment and the speed with which personnel and equipment designated for rescue and fire-fighting purposes can be put into use.
- 6.1.3 Rescue and fire-fighting equipment and services should be provided at an aerodrome.

### 6.2 Level of rescue and fire-fighting protection to be provided

- 6.2.1 The level of protection provided at an aerodrome for rescue and fire-fighting should be appropriate to the aerodrome category determined using the table below:

Aerodrome category for rescue and fire fighting

Aerodrome Category	Aeroplane overall length	Maximum fuselage width
(1)	(2)	(3)
1	0 m up to but not including 9 m	2 m
2	9 m up to but not including 12 m	2 m
3	12 m up to but not including 18 m	3 m
4	18 m up to but not including 24 m	4 m

- 6.2.2 Appendix B summarises the level of protection derived for Normal and Commuter aeroplanes on the Seychelles register.
- 6.2.3 The aerodrome owner should utilize the services of third party specialized agencies to certify new equipment and/or significant changes in the level of RFFS cover available at the aerodrome. Following initial certification, such inspections should also be carried out at least once a year to establish that the level of cover is being maintained.
- 6.2.4 The certifications referred to in 6.2.3 should be made available to aircraft operators upon request for their self-authorisation and survey purposes.”

### 6.3 Rescue equipment

- 6.3.1 Rescue equipment commensurate with the level of aircraft operations should be provided on the rescue and fire fighting vehicle(s).

**6.4 Response time**

- 6.4.1 The operational objective of the rescue and fire fighting service should be to achieve a response time not exceeding three minutes, to any point of each operational runway, in optimum visibility and surface conditions.
- 6.4.2 A system of preventive maintenance of rescue and fire fighting vehicles should be employed to ensure effectiveness of the equipment and compliance with the specified response time throughout the life of the vehicle.

**6.5 Personnel**

- 6.5.1 In determining the number of personnel required to provide for rescue, consideration should be given to the types of aircraft using the aerodrome.
- 6.5.2 Appendix B summarises the number of personnel required derived for Normal and Commuter aeroplanes on the Seychelles register.
- 6.5.3 All rescue and fire fighting personnel should be properly trained prior to such assigned duty and thereafter periodically to perform their duties in an efficient manner and should participate in live fire drills commensurate with the types of aircraft and type of rescue and fire fighting equipment in use at the aerodrome, including pressure-fed fuel fires. Appendix B contains the recommended training programme for rescue and fire fighting personnel.
- 6.5.4 The required training should be certified and training records should be kept by the aerodrome owners/operators for review and assessment by the aircraft operators.
- 6.5.5 All responding rescue and fire fighting personnel should be provided with protective clothing and respiratory equipment to enable them to perform their duties in an effective manner.

**6.6 Fencing**

- 6.6.4 On aerodromes where wildlife is known or expected to pose an inherent and significant risk to aeroplane operations, a fence or other suitable barrier should be provided to prevent the entrance to the movement area of animals large enough to be a hazard to aircraft.

**6.7 Bird Strike Hazard**

- 6.7.1 Aerodrome owners should implement a bird hazard management plan that includes the identification of the risk and hazards that may exist, and suitable mitigation measures.
- 6.7.2 All reasonable measures should be taken to discourage birds from gathering in the movement area, and under anticipated departure and arrival flight paths.

## **Chapter 7 Aerodrome Maintenance**

### **7.1 Provision of aerodrome maintenance**

- 7.1.1 A maintenance programme, including preventive maintenance where appropriate, should be established at an aerodrome to maintain the aerodrome in a condition which meets the standards of this document and generally does not impair the safety, regularity or efficiency of air navigation.
- 7.1.2 The surface of a runway and runway strip should be maintained in a condition such as to preclude formation of harmful irregularities.

## Chapter 8 Deviations from these set of guidelines

### 8.1 Risk Analysis

- 8.1.1 Aircraft operators may elect to deviate from any of these set of standards by conducting a documented risk analysis.
- 8.1.2 In considering the level of risk for specific operations, the operator should examine carefully the precise nature of each operational activity.
- 8.1.3 The operator should determine the specific level of risk according to the planned level of activity and the nature of the operation.
- 8.1.4 The following criteria should be accounted for in the risk analysis in any safety case so that the risk remains as low as is reasonably practicable:
- a) The performance handling characteristic of the aircraft (eg. operating speeds, STOL)
  - b) Available mitigating aircraft equipment and systems (eg. ABS)
  - c) The number of planned movements and the frequency of movements
  - d) The total number of aeroplanes in use at the aerodrome during any peak periods (including other operators' participation).
  - e) The number of passengers
  - f) The nature of the terrain
  - g) The sector being serviced (eg. tourism, staff transport, cargo only etc...)
- 

## Chapter 9 Aerodrome Owner or operator self-declaration and reporting

### 9.1 Self-Declaration

- 9.1.1 All aerodrome owners or operators intending to allow the conduct of commercial operations to the aerodrome should complete, certify and keep up-to-date a self-declaration in the format presented in Appendix C.
- 9.1.2 The purpose of the self-declaration is to provide the necessary information on the aerodrome and level of compliance to these set of standards.
- 9.1.3 Operators may then utilize this self-declaration as a basis for their authorization process and risk assessment where applicable.

### 9.2 Aerodrome serviceability reporting

- 9.2.1 Aerodrome owners or operators should inform all operators scheduled or intending on using the aerodrome should any significant difference arise from the information supplied in the self-declaration.

## **Chapter 10      Survey and Self-Authorisation of uncertified aerodromes**

### **10.1    Self-Authorisation Process**

- 10.1.1 The Operations Manual should specify who may authorise the use of an aerodrome and these should be limited to listed persons within the company.
- 10.1.2 The operator should conduct an initial aerodrome survey prior to any commercial operation and thereafter at least once a year to determine the level of compliance and accuracy of the self-declaration. The risk analysis should be reviewed at regular intervals and on occasions where there has been significant change to the characteristics of the aerodrome.
- 10.1.3 The operator may use a checklist provided at Appendix D or derive an acceptable equivalent checklist based on the structure of this publication for verification of the individual elements of the aerodrome.

### **10.2    Self-Authorisation Records**

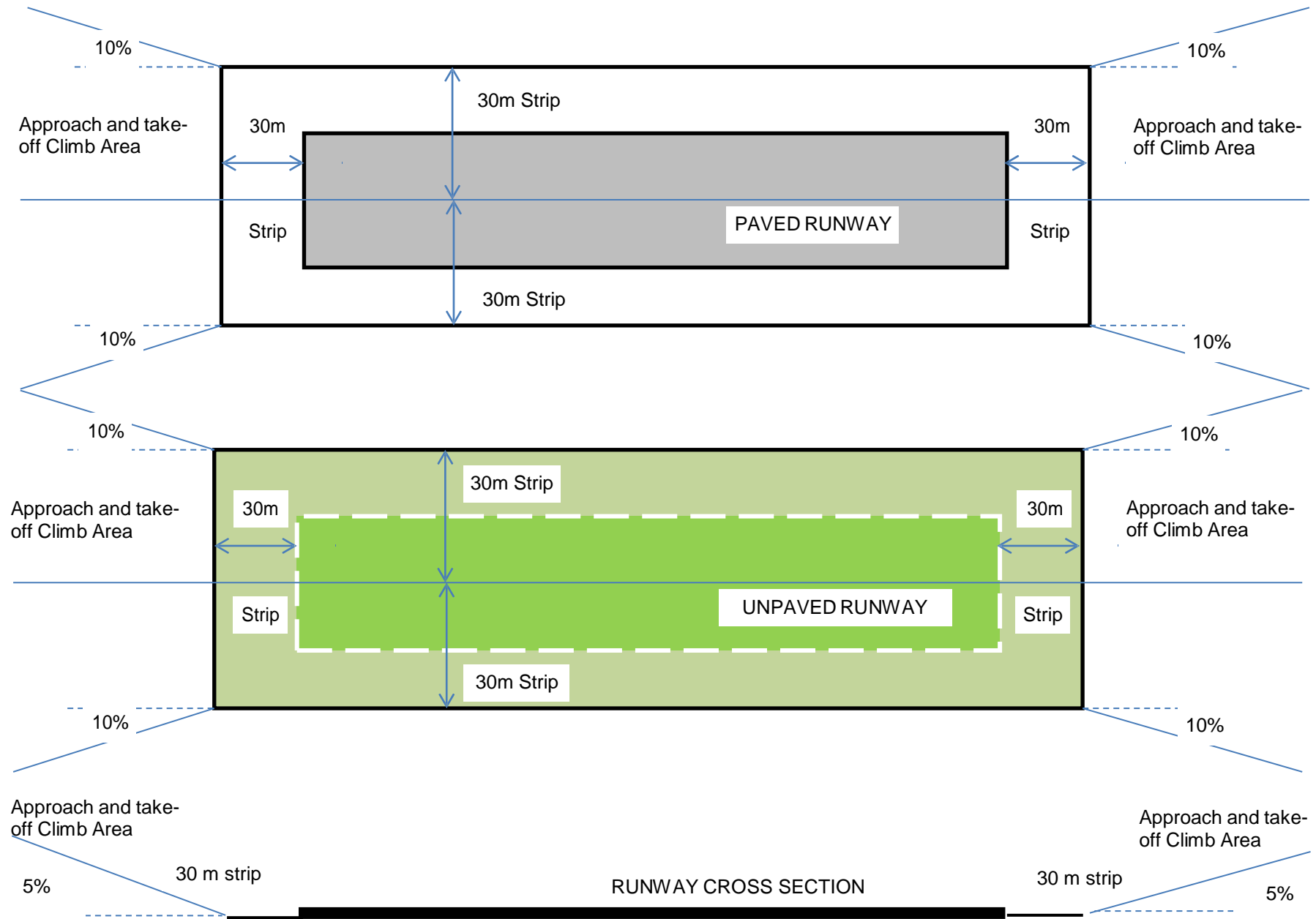
- 10.2.1 Operators should keep a record of the last self-declaration made by operators/owners of each aerodrome they have authorised in addition to the survey, declaration and accompanying risk assessment. These records will be subject to audit during the Authority's Safety Oversight Programme.
- 10.2.2 Aerodrome information should be contained in a Company Landing Aerodrome Directory (CLAD) or annotated accordingly in Part C as "Authorised uncertified aerodromes".

## Appendix A- Physical Characteristics

Aircraft type	Aerodrome Reference Code	Width of runway	Notional/reference length of runways(1)	Slopes on runways		Runway Strip	
				Longitudinal	Transverse	Length(2)	Width(3)
P68	1A	18m	< 800m	2% max	2% max	30m	30m
DHC-6	1B	23m	< 800m	2% max	2% max	60m	30m
F406	2B	23m	> 800m < 1200m	2% max	2% max	60m	40m
B200GT/B250	2B	23m	> 800m < 1200m	2% max	2% max	60m	40m
B1900D	2B	23m	> 800m < 1200m	2% max	2% max	60m	40m

1. Calculation based on Annex 14 determination approximate Take-off length. 10% increase may be permitted to utilise the same code.
2. Extending from the threshold
3. Extending from either side of the centreline





## Appendix B- RFFS

### 1. Fire Fighting

Aircraft type	Aerodrome RFFS Category	Water (L)	Foam (L) <sup>(1)</sup>	Discharge Rate (L/min)	Complementary Agents (Kg)	Number of Personnel	Number of foam producing vehicles
P68	2	670	40	550	90	3	Nil
F406	2	670	40	550	90	3	Nil
DHC-6	3	1200	144	900	135	3	1
B200GT/B250	3	1200	144	900	135	3	1
B1900D	3	1200	144	900	135	3	1

Note 1- 6% concentration

### 2. Rescue and Medical equipment and tools

Aircraft type	Aerodrome RFFS Category	Ancillary Equipment	Medical/First Aid Equipment * Contained in a First Aid kit that is weather and insect proof
P68 F406	2 2	Axe aircraft non-wedging Saw General purpose Crowbar Side-cutting pliers Set Screwdrivers (Phillips and Slotted) Fire resistant blanket Ladder/steps (appropriate to aircraft size) General Purpose Line Bolt cropper Hacksaw (with spare blades) Harness Knife (with sheath) Tin snips Adjustable wrench Hook, grab or salving	Ambulance Dressing No 1 (127 mm x 102 mm) x 5 Ambulance Dressing No 2 (203 mm x 178 mm) x 5 Ambulance Dressing No 3 (280 mm x 178 mm) x 5 Ambulance Dressing No 4 (330 mm x 203 mm) x 5 Eye pads x 5 Triangular bandages x 5 'Tuf Cut' scissors 1 pair Blankets (foil/woollen) x 5 Stretcher/corpse carrying bag x 1
DHC-6 B200GT/B250 B1900D	3 3 3	All items of category 2; plus Each personnel shall have: Fire Fighting Suite complete with helmet Boots and gloves. Self-contained Breathing Apparatus	Ambulance Dressing No 1 (127 mm x 102 mm) x 10 Ambulance Dressing No 2 (203 mm x 178 mm) x 10 Ambulance Dressing No 3 (280 mm x 178 mm) x 10 Ambulance Dressing No 4 (330 mm x 203 mm) x 10 Eye pads x 10 Triangular bandages x 10 'Tuf Cut' scissors 1 pair Blankets (foil/woollen) x 10 Stretcher/corpse carrying bag x 1

### 3. RFFS Training

- Hazards Arising from Aircraft Operation and Safety-related Procedures
- Chemistry of Combustion
- Extinguishing Agents – Use and Methods of Application
- First Aid Fire Extinguishers
- Fire Hose
- Fire Appliances and Equipment Selection, Storage and Handling, Use, Inspection and Test, Maintenance and Record Keeping
- Personal Protective Equipment
- Aircraft Construction
- Aircraft Familiarisation
- Aerodrome Topography
- Fire and Rescue Procedures
- Fixed Wing Aircraft (Tactics and Techniques): Appliance Positioning, External/Internal Fires, Access, Forcible Entry, Assistance with Evacuation
- Rotary Wing Aircraft (Tactics and Techniques): Appliance Positioning, External/Internal Fires, Access, Forcible Entry, Assistance with Evacuation
- First Aid and Casualty Handling

## Appendix C- Self Declaration

### AERODROME OWNER OR OPERATOR SELF-DECLARATION

#### Section A: AERODROME LOCATION INDICATOR AND NAME

##### **Aerodrome Location:**

##### **Aerodrome Name:**

1	Reference Point Coordinates and aerodrome	
2	Direction and distance from (city)	
3	Elevation/Reference temperature	
4	MAG VAR/Annual change	
5	AD Administration, address ,telephone Telefax, AFS	
6	Types of traffic permitted (IFR/VFR)	
7	Remarks	

#### Section B: OPERATIONAL HOURS

1	AD Administration	
2	Taxation (Import Control) and immigration	
3	Health and sanitation	
4	AIS Briefing Office	
5	ATS Reporting Office (ARO)	
6	MET Briefing Office	
7	ATS	
8	Fuelling	
9	Handling	
10	Security	
11	De-icing	
12	Remarks	

#### Section C- HANDLING SERVICES AND FACILITIES

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#### Section D- PASSENGER FACILITIES

-

#### Section E- RESCUE AND FIRE FIGHTING SERVICES

-

#### Section F- APRONS, TAXIWAYS AND CHECK LOCATION DATA

-

#### Section G- AERODROME OBSTACLES

-

#### Section H- METEOROLOGICAL INFORMATION PROVIDED

-

#### Section I- RUNWAY PHYSICAL CHARACTERISTICS

Designation RWY NR	TRUE & MAG BRG	Dimensions of RWY (M)	Strength (PCN) and surface of RWY and SWY	THR coordinates	THR elevation and Highest elevation of TDZ of precision APR RWY
1	2	3	4	5	6
Slope of RWY -SWY	SWY Dimensions (M)	CWY Dimensions (M)	Strip Dimensions (M)	RESA	OFZ
Remarks					

Section J- DECLARED DISTANCES

RWY	TORA	TODA	ASDA	LDA	Remarks
1	2	3	4	5	6

Section K- HELICOPTER LANDING AREA

-

Section L- ATS AIRSPACE

-

Section L- ATS COMMUNICATION FACILITIES

-

Section N- RADIO NAVIGATION AND LANDING AIDS

Type of aid	ID	Frequency	Hours of operation	Elevation of DME transmitting antenna	Site of transmitting antenna coordinates	Remarks
1	2	3	4	5	6	7

Section O- LOCAL TRAFFIC REGULATIONS

-

Section P- NOISE ABATEMENT PROCEDURES

- Section Q-      FLIGHT PROCEDURES
  
- Section R-      ADDITIONAL INFORMATION
  
- 
  
- Section S-      DIFFERENCE TO CAP OPS 100

**DECLARATION**

I ..... {Name} on behalf of .....{aerodrome name} hereby declare that the information presented in Sections A to R above is a true and correct reflection of the characteristics of the aerodrome in accordance with SCAA CAP OPS 100 with the exception items stated in Section S.

..... Signature

.....

Date

## Appendix D- Operator Aerodrome Survey and Authorisation

Aerodrome Survey verification items	Acceptable		
	Yes	No	N/A
Chapter 3 Physical requirements of aerodrome facilities			
3.1 Runways- Number and orientation of runways			
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9.1 Self Declaration			

### **DECLARATION**

I ..... {Name} on behalf of .....{operator} hereby authorise the use of the above aerodrome based on the owner/operator self-declaration dated.....{date} and aerodrome survey above and accompanying risk analysis.

.....

Signature

.....

.. Date