



**GUYANA CIVIL AVIATION AUTHORITY**

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**GCAA  
ADVISORY CIRCULAR**

**AERODROME & GROUND AID  
AC NO: GCAA AC/AGA/001**

**SUBJECT: AERODROME PAVEMENT REPORT**

**DATE INITIATED: JULY 15, 2016  
INITIATED BY: DIRECTOR AVIATION  
SAFETY REGULATION**

**1. PURPOSE**

The purpose of this Advisory Circular (AC) is to provide guidance to aerodrome operators on the procedures acceptable to the Authority for the evaluation of pavement condition and the reporting method.

**2. GENERAL INFORMATION/CANCELLATION**

- a. This Advisory Circular GCAA AC/AGA/001 is an initial issue and the effective date is January 1, 2017.
- b. The Civil Aviation (Aerodromes) Regulations require that aerodrome operators report aerodrome pavement condition to allow users to make necessary adjustments in the interest of safety.
- c. This AC applies to all aerodrome operators in Guyana and provides basic information applicable for the standardisation of pavement condition reports.

**3. RELATED REFERENCES**

Civil Aviation (Aerodromes) Regulations.

**4. CONTACT INFORMATION**

Director General of Civil Aviation  
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**5. DEFINITION**

- a. **Damp Runway** – A runway is considered damp when there is a change of color on the surface due to moisture. It is when the surface is not dry, but when the water does not give it a shiny appearance. There are no performance corrections required for a damp runway.
- b. **Dry Runway** – A runway is considered dry when the surface of the runway is clear of water, snow or ice. It is when no more than 25 percent of the runway surface area within the reported length and width being used is covered by visible moisture (including a damp runway). A dry runway is one which is neither wet nor contaminated, and includes those paved runways which have been specially prepared with grooves or porous pavement and maintained to retain 'effectively dry' braking action even when moisture is present.

- c. **Slippery When Wet Runway** - A runway where a friction survey, conducted for pavement evaluation/friction deterioration shows that more than 25 percent of the runway length does not meet the minimum friction level.
- d. **Standing Water** – It is the accumulation of patches of water that are visible on the runway.
- e. **Wet Runway** - A runway is considered wet when the surface of the runway is soaked but there are no significant patches of standing water. It is when more than 25 percent of the runway surface area within the reported length and width being used is covered by any visible dampness or any water up to and including 1/8-inch (3 mm) deep.

## 6. PAVEMENT CONTAMINATION REPORT FORM

Each aerodrome operator shall develop a Pavement Contamination Report Form which must include the following:

- a. Aerodrome name and location indicator;
- b. Date and time of observation;
- c. Time of completion of report in UTC;
- d. Runway designator (the lower designation number);
- e. Cleared runway length, if less than published length (m);
- f. Cleared runway width, if less than published width (m); if offset left or right of centre line add 'L' or 'R';
- g. Runway Condition (observed on each third of the runway, starting from threshold having the lower runway designation number):
  - 6 — Clear and Dry
  - 5 — Damp or Standing water up to 3mm deep
  - 4 — Not Applicable
  - 3 — Wet and slippery (reduced runway friction)
  - 2 — Standing water more than 3mm
  - 1 — Not Applicable
  - 0 — Not Applicable

**NOTE 1:** *The aerodrome operator shall report a runway condition as Code 5 if the applicable third of the runway is wet and the runway evaluation is above the acceptable runway friction coefficient.*

**NOTE 2:** *The aerodrome operator shall report a runway condition as Code 3 for all applicable thirds of the runway when wet if the runway evaluation fails the acceptable runway friction coefficient. The aerodrome operator shall report a runway condition as Code 5 if the applicable third of the runway is wet and the runway evaluation is above the acceptable runway friction coefficient. The aerodrome operator shall report the deteriorated condition of the runway through the normal airport NOTAM system.*

- h. Percentage coverage of contaminant for each runway third:
- 00 - 10 % — NR
  - 10 – 25 % — 25
  - 25 – 50% — 50
  - 50 – 75% — 75
  - 75 – 100 % — 100
- i. Mean depth (mm) for each third of total runway length above 4mm.
- j. Estimated surface friction on each third of runway) estimated surface friction:
- Good — 5
  - Medium/Good — 4
  - Medium — 3
  - Medium/Poor — 2
  - Poor — 1
- k. The intermediate values of "medium/good" and "medium/poor" provide for more precise information in the estimate when conditions are found to be between medium and either good or poor:
- Taxiway (if no appropriate taxiway is available, insert "no");
  - Apron (if unusable insert "no");
  - Remarks (including contaminant coverage and other operationally significant information); and
  - Signature of personnel making the observation.

## 7. RUNWAY SURFACE CONDITION

The following factors may influence a reassessment of the runway surface condition:

- a. Precipitation;
- b. Changing temperatures;
- c. Effects of winds; and
- d. Pilot's report.

## 8. OBSERVED INFORMATION REPORT

Any runway contamination observed shall be reported to the Air Traffic Services to be passed on to other aircraft. If the runway friction is reduced to 2 then this information shall be reported to the AIS for the promulgation of a NOTAM.

Approved By:




Chaitrani Heeralall  
 Director General of Civil Aviation (ag.)  
**Guyana Civil Aviation Authority**



# INSTRUCTIONS FOR THE COMPLETION OF THE PAVEMENT CONTAMINATION FORM

## GENERAL:

1. When reporting on more than one runway, repeat Items "B" to "L" inclusive.
2. Items together with their indicator must be dropped completely, where no information is to be included.
3. Metric units must be used and the unit of measurement not reported.
4. The maximum validity of observation is 12 hours. New observation must be issued whenever there is a significant change in runway conditions. The following changes relating to runway conditions are considered as significant:
  - a) a change in the coefficient of friction of about 0.05;
  - b) a change in the available length or width of a runway of 10 per cent or more;
  - c) any other conditions known to be significant according to experience or local circumstances.
5. *Item A.* — Aerodrome location indicator (four-letter location indicator).
6. *Item B.* — Eight-figure date/time group — giving time of observation as month, day, hour and minute in UTC; this item must always be completed.
7. *Item C.* — Lower runway designator number.
8. *Item D.* — Cleared runway length in metres, if less than published length (see Item T on reporting on part of runway not cleared).
9. *Item E.* — Cleared runway width in metres, if less than published width; if offset left or right of centre line, add (without space) "L" or "R", as viewed from the threshold having the lower runway designation number.
10. *Item F.* — Deposit over total runway length as explained in PAVEMENT CONTAMINATION FORM. Suitable combinations of these numbers may be used to indicate varying conditions over runway segments. If more than one deposit is present on the same portion of the runway, they should be reported in sequence from the top (closest to the sky) to the bottom (closest to the runway). Drifts, depths of deposit appreciably greater than the average values or other significant characteristics of the deposits may be reported under Item T in plain language. The values for each third of the runway shall be separated by an oblique stroke (/), without space between the deposit values and the oblique stroke, for example: 47/47/47.
  - *Item G.* — Mean depth in millimetres deposit for each third of total runway length, or "XX" if not measurable or operationally not significant. The values for each third of the runway shall be separated by an oblique stroke (/), without space between the values and the oblique stroke, for example: 20/20/20.
11. *Item H.* — Estimated surface friction on each third of the runway (single digit) in the order from the threshold having the lower runway designation number.
12. *Item I.* — If runway lights are obscured, insert "YES" followed (without space) by "L", "R" or both "LR", as viewed from the threshold having the lower runway designation number.
13. *Item J.* — When further clearance will be undertaken, enter length and width of runway or "TOTAL" if runway will be cleared to full dimensions.
14. *Item K.* — Enter the anticipated time of completion in UTC.

15. *Item L.* — The code (and combination of codes) for Item F may be used to describe taxiway conditions; enter “NO” if no taxiways serving the associated runway are available.
16. *Item M.* — The code (and combination of codes) for Item F may be used to describe apron conditions; enter “NO” if the apron is unusable.
17. *Item N.* — Enter the anticipated time of next observation/measurement in UTC.
18. *Item O.* — Describe in plain language any operationally significant information but always report on length of uncleared runway (Item D) and extent of runway contamination (Item F) for each third of the runway (if appropriate) in accordance with the following scale:
  - RWY CONTAMINATION 10 PER CENT — if 10% or less of runway contaminated.
  - RWY CONTAMINATION 25 PER CENT — if 11–25% of runway contaminated.
  - RWY CONTAMINATION 50 PER CENT — if 26–50% of runway contaminated.
  - RWY CONTAMINATION 100 PER CENT — if 51–100% of runway contaminated.

**END**