



## GUYANA CIVIL AVIATION AUTHORITY

### AVIATION SAFETY REGULATION DIRECTORATE

### AERODROME CERTIFICATION MANUAL

Document No.	GCAA/AGA/CM/001
Date	1 <sup>st</sup> Aug 2016
Title	Aviation Safety Regulation Directorate Aerodrome Certification Manual
Revision	Issue 3
Recommended by: Signature: <i>A. Doobay</i> Name: Ankar Doobay Title: Director Aviation Safety Regulation	Approved by: Signature: <i>Chaitrani Heeralall</i> Name: Chaitrani Heeralall Title: Director General (ag)





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**Foreword**

## Foreword

Guyana is a contracting State to the Convention on International Civil Aviation and has an obligation to the international aviation community to ensure that civil aviation activities in the Cooperative Republic of Guyana are carried out in compliance with the Standards and Recommended Practices contained in the nineteen Annexes to the Chicago Convention to maintain international standards.


As per the Annex 14 – Aerodrome and Ground Aids and in accordance with the Civil Aviation Regulations, all international aerodromes must be certified. In addition, any other aerodromes may be certified when the aerodrome operator is so desirous.

This Aerodrome Certification Manual primarily describes the procedures used by the Guyana Civil Aviation Authority to process an application for the issue, surrender, transfer or amendment of an aerodrome certificate. It also provides general guidance on the certification process and the continued surveillance to ensure continued compliance with the Civil Aviation Regulations.

It is expected that the applicant for an aerodrome certificate will benefit from this manual, as it explains the administrative process thus making it transparent.

The Authority may without prior notice, make changes to this manual as appropriate to suit administrative rules. Such changes will be disseminated to holders of this manual.

The Aerodrome Certification Manual is issued under the authority conferred upon the Director General of the Civil Aviation Authority pursuant to the Civil Aviation Regulations in force.

Approved by :   
Ms. Chaitrani Heeralall  
Director General (ag)  
Guyana Civil Aviation Authority.

Date: *July 27, 2016*



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## **Amendment Procedures**

### **1.1 Authority to Amend**

Revisions to GCAA manuals must be approved either by the DAS or the DG, depending on whether policy matters are involved. Once approved, the revision will be given to a Technical Assistant who will amend the applicable manual, providing copies of the revision to all persons who hold copies (in the case of Inspector Handbooks or other guidance material) and amend the Document List.

### **1.2. THIS DOCUMENT**

This Document remains the responsibility of ASR Directorate. Amendments, if any, shall be incorporated into the appropriate parts of the document, as soon as possible.

The appropriate authority from the ASR Directorate regularly reviews the content of this document and welcomes comments from all parties concerned, in order to achieve continuous improvement. Inputs are encouraged and may be forwarded to:-

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## **ABBREVIATIONS**

ACN	Aircraft classification number
AIP	Aeronautical information publication
A-SMGCS	Advanced surface movement guidance and control systems
ATS	Air traffic service
AGA	Aerodrome and ground aids
AVOL	Aerodrome visibility operational level
DASR	Director Aviation Safety Regulation
FOD	Foreign object debris/damage
GCAA	Guyana Civil Aviation Authority
IFR	Instrument flight rules
ILS	Instrument landing system
LVP	Low visibility procedures
NAVAID	Navigation Aid
OFZ	Obstacle free zone
OLS	Obstacle limitation surfaces
PAPI	Precision approach path indicator
PCN	Pavement classification number
RESA	Runway end safety area
RFF	Rescue and fire fighting
RVR	Runway visual range
SMS	Safety management system
SSP	State safety programme
VASIS	Visual approach slope indicator system
VFR	Visual flight rules



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**Chapter 1- Abbreviations and Definitions**

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## **DEFINITIONS**

When the following terms are used in this document, they have the following meanings:

**Aerodrome:** A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Aerodrome infrastructure:** Physical elements and related facilities of the aerodrome.

**Applicable regulations:** Regulations applicable to aerodrome and to the operators of aerodrome that are transposed from international specifications and other relevant regulations.

**Advanced surface movement guidance and control system (A-SMGCS):** A system providing routing, guidance and surveillance for the control of aircraft and vehicles in order to maintain the declared surface movement rate under all weather conditions within the aerodrome visibility operational level (AVOL) while maintaining the required level of safety.

**Compatibility study:** A study undertaken by the aerodrome operator to address the impact of introducing an aircraft type/model new to the aerodrome. A compatibility study may include one or several safety assessments.

**Critical aircraft:** The type of aircraft which is the most demanding for the relevant elements of the physical infrastructure and the facilities for which the aerodrome is intended.

**Mobile object:** A movable device moving under the control of an operator, driver or pilot.

**Obstacle:** All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:

- a) are located on an area intended for the surface movement of aircraft; or
- b) extend above a defined surface intended to protect aircraft in flight; or
- c) stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

**Promulgation:** The act of formally notifying official information to the aviation community.

**Runway incursion:** Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.



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**Runway excursion:** Any occurrence at any aerodrome involving the departure, wholly or partly, of an aircraft from the runway/taxiway in use during take-off, a landing run, taxiing or maneuvering.

**Safety assessment:** An element of the risk management process of an SMS that is used to assess safety concerns arising from, inter alia, deviations from standards and applicable regulations, identified changes at an aerodrome or when any other safety concerns arise.

**Safety management system (SMS):** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures (Annex 19 — Safety Management).

**Safety manager:** The responsible individual and focal point, that reports directly to the accountable executives, for the implementation and maintenance of a SMS.

**State safety programme (SSP):** An integrated set of regulations and activities aimed at improving safety.



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## **Chapter 2**

### **Certification Procedures**

#### **2.1. Introduction**

- 2.1.1.** The Guyana Civil Aviation Regulations detail the criteria used to determine whether an aerodrome should be certified and also provide for the GCAA to conduct continuous oversight of aerodrome operators and their associated service providers.
- 2.1.2.** The Guyana Civil Aviation Regulations empowers the DGCA to impose operating restrictions, and in the event of non- compliance with requirements of the certificate, take enforcement action.
- 2.1.3.** These standardised procedures will ensure that aerodrome certificates are issued, renewed, and or surrendered in a consistent manner and ensure compliance with the regulations.
- 2.1.4.** All international aerodromes shall be certified.
- 2.1.5.** Any other aerodrome whose operator(s) deem it necessary to certify an aerodrome shall express his interest in the form of a letter to the Authority. Figs. 2-1, and 2-2 shows a flowchart of the process.
- 2.1.6.** The GCAA shall assign an inspector to lead the certification process.
- 2.1.7.** The applicant shall pay a processing fee as approved and published by the GCAA for each application submitted.
- 2.1.8.** The certification process must be completed within twelve calendar months from the time a formal application for aerodrome certification has been accepted.
- 2.1.9.** The application will be terminated if the applicant fails to conclude the certification process as stipulated in 2.1.8.



## **2.2. Aerodrome Certification Process**

**The aerodrome certification is a five phase process.**

**2.2.1** PHASE 1. On receipt of the letter of intent from the operator the GCAA shall schedule a preliminary meeting to discuss the requirements for certification and responsibilities of the operator.

**2.2.2** PHASE 2. The operator shall submit a formal application for certification which includes:

- i.** A completed application form.
- ii.** Approval from the appropriate land use authority.
- iii.** A letter indicating no objection from the appropriate authority responsible for environmental protection.
- iv.** Security clearance from the Nation Defence Board/ Cabinet approval.
- v.** Submit two copies of the Aerodrome Manual and its compliance checklist as specified in Appendix 1 of this document.

*Note: Any aerodrome certified before 2008 does not require to have ii, iii and iv this would have been covered in the enactment of the Organisation.*

*Note: EPA requires that every aerodrome to have an EPA clearance for any major construction after 2008*

**2.2.3** The GCAA shall review the application and supporting documentation and shall within fourteen days inform the applicant whether the application is accepted or not and the reason for non-acceptance. The applicant shall take the necessary actions to make the application acceptable.

**2.2.4** PHASE 3. Evaluation of the Aerodrome Manual and other Documentation.

The Guyana Civil Aviation Authority shall ensure/verify coordination between the aerodrome operator and the Air Traffic Service / Air Navigation Service Provider in order to be satisfied that the appropriate Air Traffic Service services are available to ensure the safety of aircraft in the airspace associated with the aerodrome.



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- 2.2.4.1 Checks shall be made for the established Obstacle Limitation Surface, Visual and Instrument Approaches associated with the aerodrome, and coordination of relevant procedures for air and ground operations on or in the vicinity of the aerodrome, between Air Traffic Service and the aerodrome operator. The coordination shall also cover other areas such as the Aeronautical Information System, the designated Meteorological authorities, and security.
- 2.2.4.2 The aerodrome manual shall be evaluated to ensure that the procedures contained therein are in compliance with the applicable regulations.
- 2.2.4.3 The recommended format of an aerodrome manual and contents are included in Appendix A1 of this manual.
- 2.2.4.4 Should there be discrepancies in the manual the operator shall be informed and will be required to take the necessary steps to resolve any deficiency to make the manual acceptable.
- 2.2.4.5 Once the aerodrome manual is acceptable, the operator shall be notified and a mutually agreed date for the on- site inspection shall be decided.
- 2.2.4.6 Acceptability of SMS for initial certification would be the following:
- i) safety policy: a safety policy has been endorsed by the accountable executive to reflect the organization's commitments regarding safety;
  - ii) operator's organizational structure: the aerodrome operator has appointed an accountable executive and a safety manager;
  - iii) a well define reporting system, including processing of reports.
  - iv) procedures to implements corrective action and retention of records.
  - v) Action plan for full implementation of SMS.

**2.2.5 PHASE 4. On-Site Inspection.**

- 2.2.5.1 A full inspection shall be carried out to determine the effective implementation of procedures as contained in the manual.
- 2.2.5.2 The inspection team must be satisfied of the applicant's ability to ensure effective management and control of all activities that are essential for safe operations.
- 2.2.5.3 The scope of an on-site inspection includes collecting evidence to support the implementation of the procedure in accordance with the aerodrome manual.
- 2.2.5.4 The Aerodrome Certification Checklist in Appendix A2 of this manual detail the scope of the on- site inspection.



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2.2.5.5 Any non-compliance is observed during the inspection shall be recorded in the report.

2.2.5.6 The on-site inspection report will be sent by the GCAA to the operator as soon as is practicable, following the completion of the on-site inspection.

2.2.5.7 Any findings during the inspection must be addressed by the aerodrome operator to an acceptable level. The operator will notify the GCAA of the corrective actions to be undertaken via the corrective action plan form in Appendix 9.

2.2.5.8 The GCAA will conduct a follow up inspection to verify compliance.

**2.2.6 PHASE 5. Issuance of an Aerodrome Certificate**

2.2.6.1 Following a successful inspection and recommendation, an aerodrome certificate will be issued. The certificate will include the following information:

- i. Aerodrome Name and operator
- ii. the aerodrome reference code, RFF Category, Type of Operation;
- iii. Aerodrome geographical coordinates
- iv. the operational restrictions at the aerodrome; and
- v. Exemption.

2.2.6.2 The information above shall be sent to the ANS Director for promulgation in the AIP.

2.2.6.3 If during the inspection, there are findings that do not significantly affect safety of operations, and will require a longterm solution, an exemption may be granted by the GCAA on the basis of an acceptable safety assessment.

2.2.6.4 If the corrective actions taken to address findings are unacceptable to the GCAA, the Authority reserves the right to deny the certificate.

2.2.6.5 Any conditions, limitations, restriction and or local flight procedures will be listed on the Aerodrome Certificate and shall be published in the Aeronautical Information Publication.

2.2.6.6 The operator will continue with the implementation of the corrective action plan and keep the GCAA inform on its' progress. Any challenges or incomplete action must be notified to the GCAA prior to the date of intended completion.

2.2.6.7 On completion of the corrective action plan, and notification by the operator, the GCAA shall conduct a follow up inspection to verify that the corrective actions were taken. Once satisfied,



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the GCAA may remove the applicable condition, limitation and or restriction and re-issue an amended certificate. The new data should be sent to the DANS for promulgation.

**2.3 Record of Application and Certification**

**2.3.1** All applications and certification processes shall be recorded and stored in the Aerodrome Registry under the Licensing and Aircraft Registry Department of the GCAA.

**2.3.2** A flow chart on the certification process is given in Figure 2-1 and 2-2.

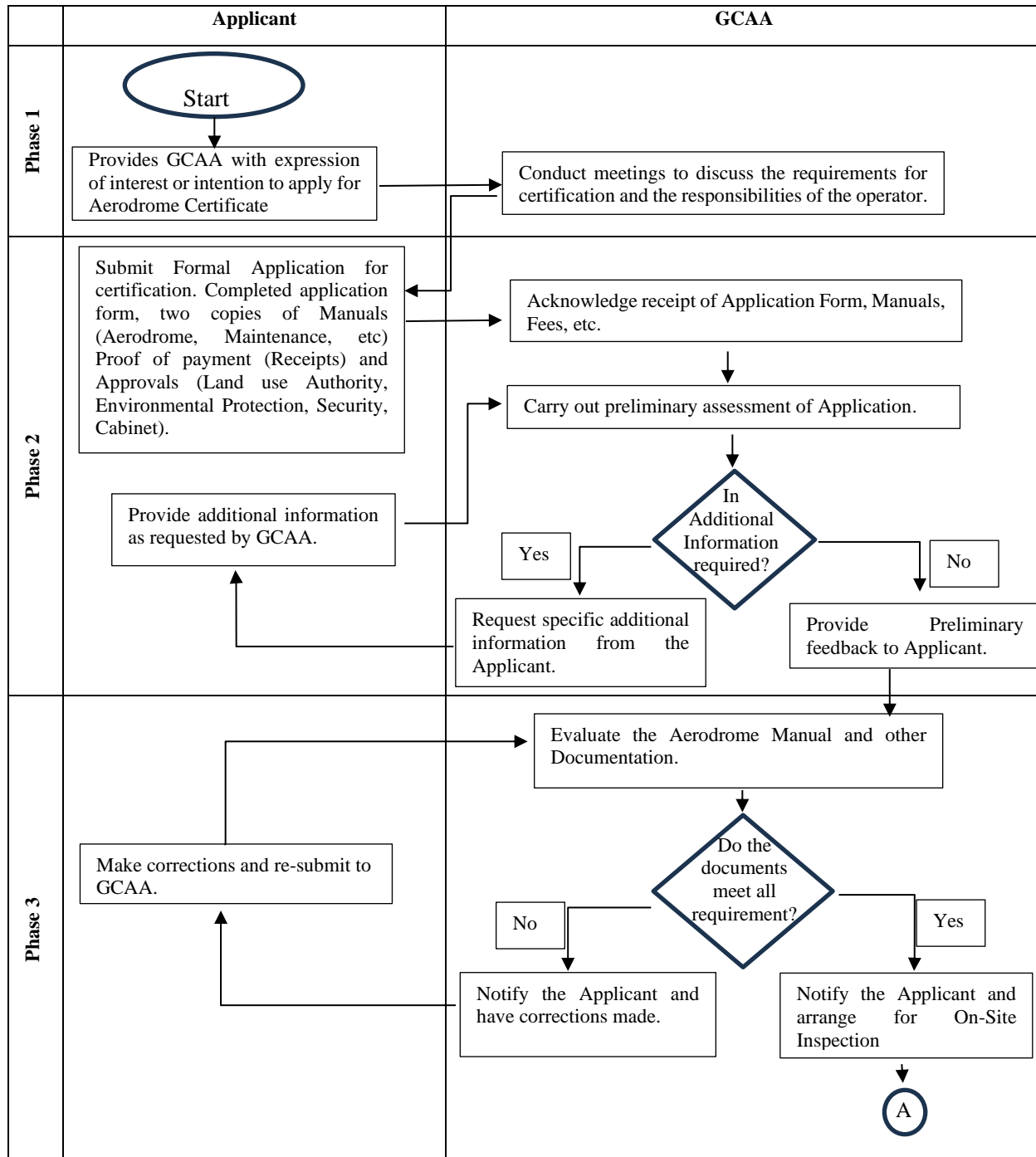


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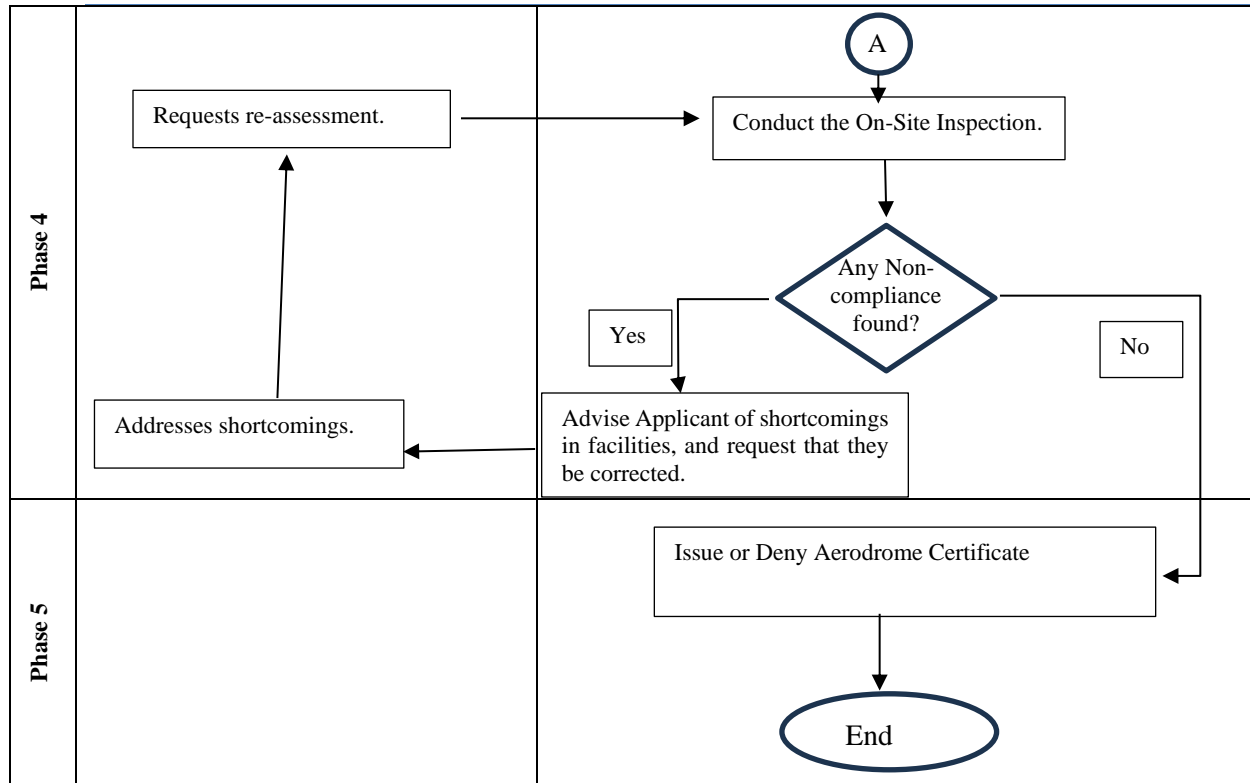


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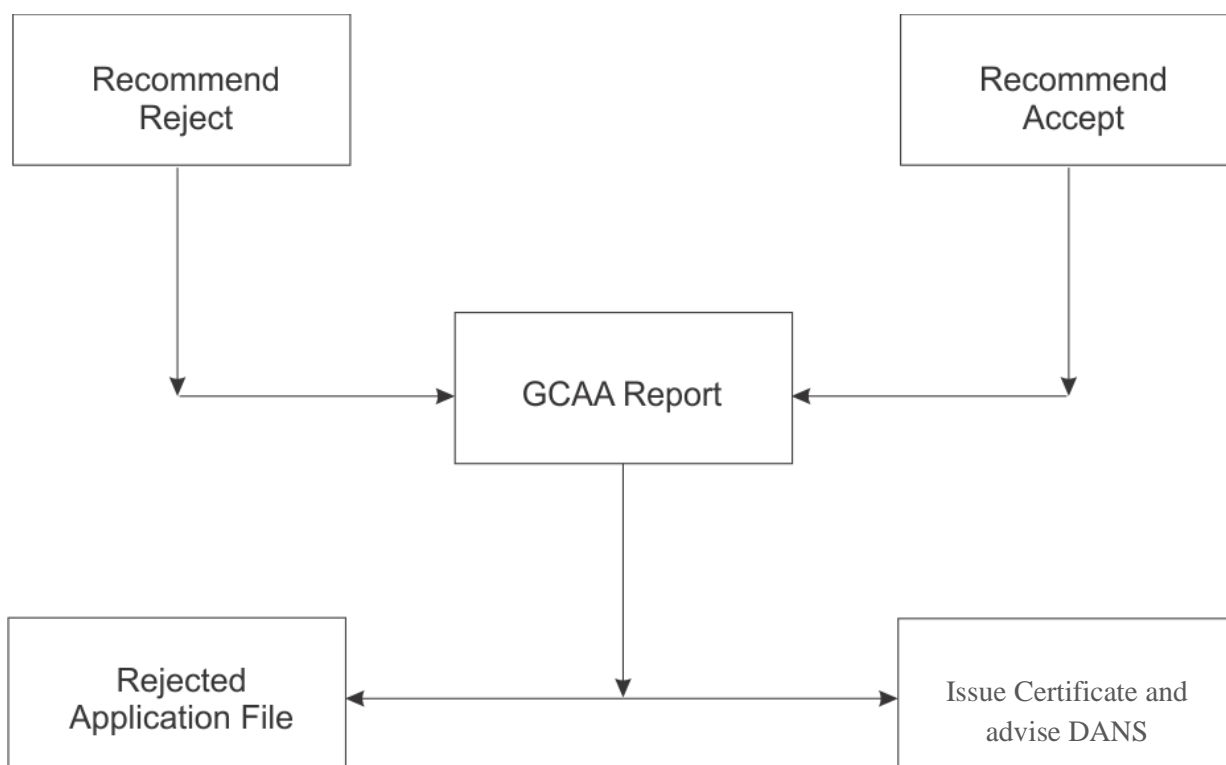
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**Chapter 3 –Renewal of an Aerodrome Certificate**

## **Chapter 3**

### **Renewal of an Aerodrome Certificate**

#### **3.1. Requests for Renewal**

- 3.1.1 The aerodrome operator may request renewal of their certificate thirty (30) days prior to expiration. In addition to the application for renewal of certificate, the operator shall submit a conformity report.

#### **3.2. Review of operations procedures**

- 3.2.1 The inspector would review the conformity report and correlate it with the, corrective actions, existing conditions / limitations, if applicable, and the aerodrome operations manual.

#### **3.3. Inspection for renewal of certificate**

- 3.3.1 The GCAA shall determine the scope of inspection to be carried for the renewal of the certificate. The applicable parts base on the scope of the inspection will be carried out using Appendix A2.

#### **3.4 Renewal of an Aerodrome Certificate**

- 3.4.1 Following the inspection the GCAA will analyse the report to determine whether or not the certificate may be renewed or whether there are finding that needs to be address before recertification.
- 3.4.2 If there are findings that significantly affect safety, the inspector shall take enforcement action as described in the Resolution of Safety Concern Manual. In these circumstances, suspension or variation of the certificate may become necessary.
- 3.4.3 Notice shall be given to the operator in case of suspension or variation of the certificate at the earliest possible means.



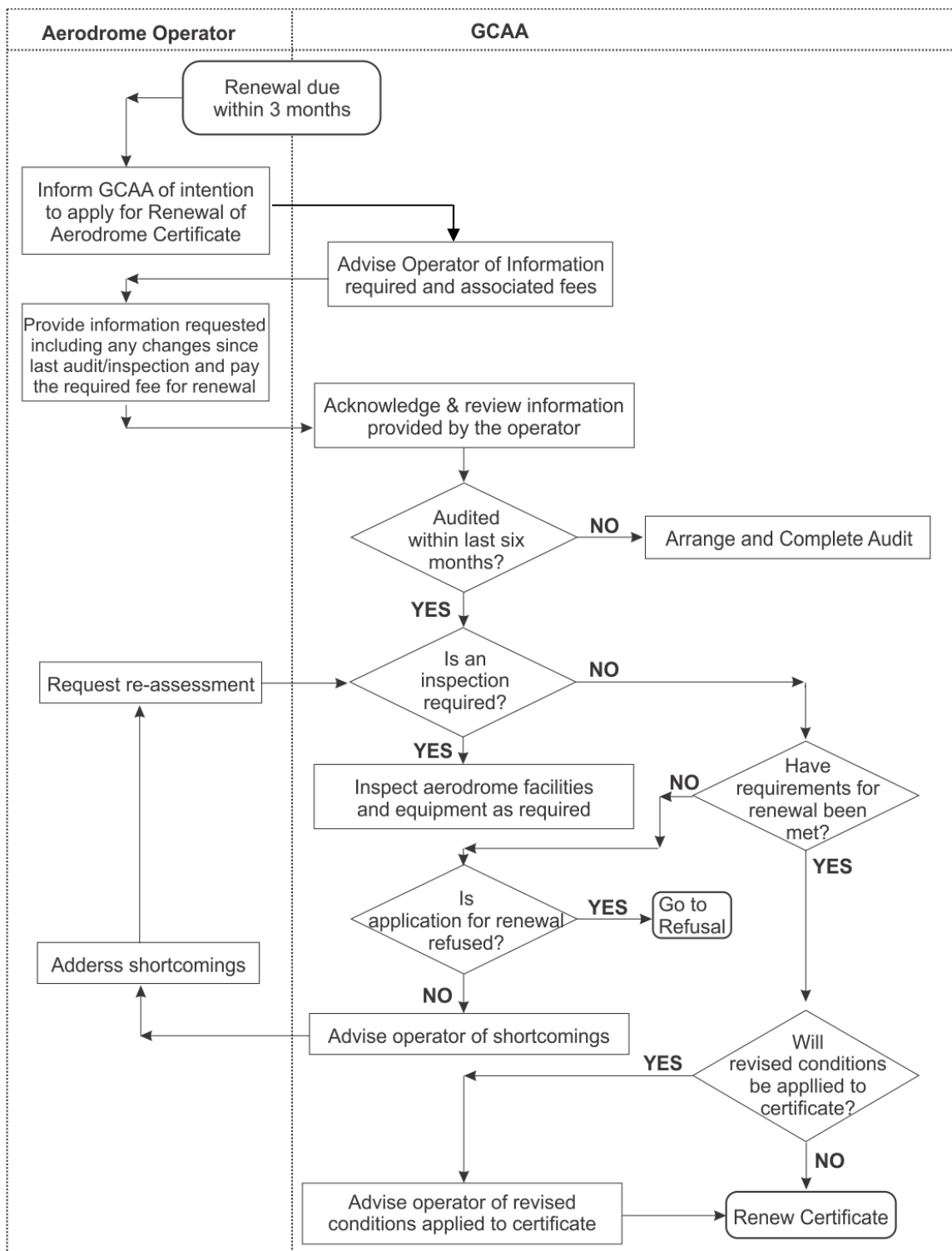
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**3.5 Aerodrome Certificate Renewal Procedure**





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**Chapter 4 – Amendment of an Aerodrome Certificate**

## **Chapter 4**

### **Amendment of an Aerodrome Certificate**

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

**4.1.1.** An aerodrome operator may request amendment to an aerodrome certificate for the following:

- i.** A change in the ownership or management of the aerodrome;
- ii.** a change in the use or operation of the aerodrome;
- iii.** a change in the boundaries of the aerodrome; or
- iv.** major change(s) to the operations, facilities and services provided by the Aerodrome.

**4.1.2** When provision in 4.1.1 meet the following items are required:

- (a) Safety/Security Plan
- (b) Safety Work Programme /Change Management
- (c) No objection form land use Authority
- (d) No objection for the Authority responsible for Environmental Protection

**4.1.3.** The Director Aviation Safety Regulation will decide what level of evidence is required and will advise the aerodrome operator accordingly.

**4.1.4.** If the aerodrome operator requests an amendment to the aerodrome certificate or its endorsed conditions, such request shall be accompanied by:

- i.** A detailed account of the proposed amendment including the reasons for the amendment.
- ii.** An assessment of the risk associated with any change in the use or operation of the aerodrome including where appropriate, the findings of any aeronautical study undertaken on behalf of the aerodrome operator; and



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- iii.** Particulars of any consequential changes to the AIP, aerodrome manual or any publication produced by the aerodrome operator.

**4.2. Amendment required by the Authority**

- 4.2.1.** The Authority may amend an aerodrome certificate in order to restrict or prohibit specific operations at the aerodrome, if the aerodrome operator breaches the conditions endorsed on the aerodrome certificate.
- 4.2.2.** The Authority shall provide written notice of intent to amend an aerodrome certificate stating the reasons for the proposed amendment.

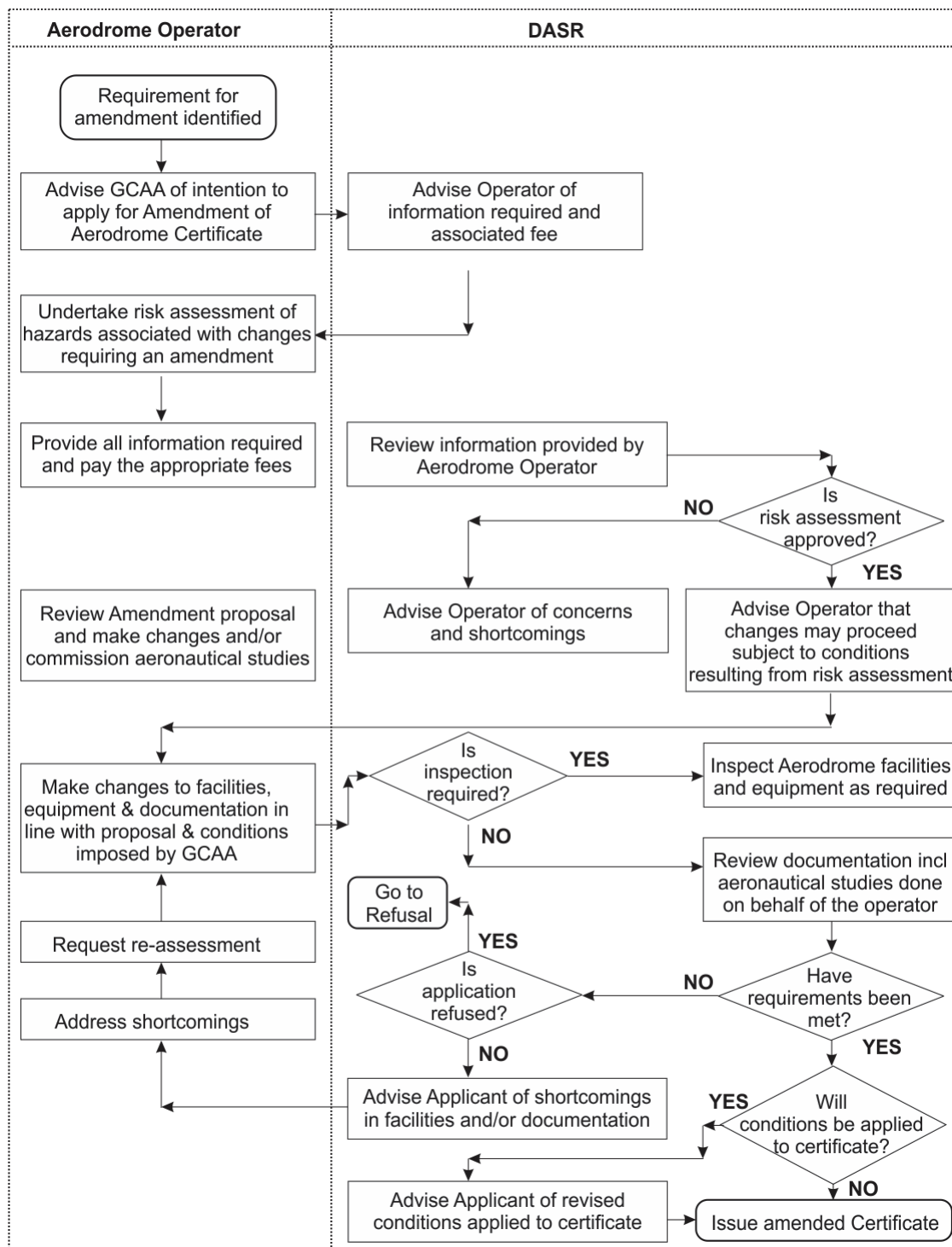


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## **Chapter 5**

### **Transfer & Surrender of an Aerodrome Certificate**

#### **5.1. Transfer of Aerodrome Certificate**

**5.1.1.** The reasons for a transfer may include the sale or transfer of the responsibility to operate the aerodrome from a government department to a government-constituted aerodrome entity, such as an airport authority or a municipal administration, or as a result of privatisation or corporatisation. The ownership and the operational responsibility may also change from one private entity to another. This will facilitate the continued operation of an aerodrome without undue interruption.

#### **5.2. Surrender of an Aerodrome Certificate**

**5.2.1.** Upon receipt of a notice to surrender an aerodrome certificate, the Authority shall:

- i.** verify the credentials of the aerodrome operator requesting cancellation as the certificate holder;
- ii.** verify that the notification received from the aerodrome operator meets the requirements of aerodromes regulations; and
- iii.** check that the information provided by the aerodrome operator includes the following:
  - (a) if the aerodrome is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
  - (b) if the aerodrome is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of wind socks and markings, the provision of appropriate closed markings, unserviceability markers and such other visual aids as necessary.

**5.2.2.** If the application for cancellation of the aerodrome certificate is found to be in order, the Director General of Civil Aviation (DGCA) shall issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder.

**5.2.3.** If the aerodrome is to remain open for use as an uncertified aerodrome, the DGCA shall ensure that the safety requirements at such aerodromes are met.



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**5.2.4.** The aeronautical information service should be advised to take appropriate action regarding the uncertified status of the aerodrome or the closure of the aerodrome, as the case may be.

**5.3. Interim Aerodrome Certificate**

**5.3.1.** The Authority may issue an interim aerodrome certificate to the applicant or the proposed transferee of an aerodrome certificate authorising the applicant or transferee to operate an aerodrome if the Authority is satisfied that:

- i.** an aerodrome certificate will be issued to the applicant or transferred to the as soon as the certification process for the grant or transfer of an aerodrome certificate has been completed; and
- ii.** the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.

**5.3.2.** An interim aerodrome certificate shall expire on:

- i.** the date on which the new aerodrome certificate is issued or an existing certificate is transferred; or
- ii.** the expiry date stated on the interim aerodrome certificate; whichever is earlier.

**5.3.3.** Civil aviation regulations apply to an interim aerodrome certificate similar to that of a substantive aerodrome certificate.



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## **CHAPTER 6**

### **AERODROME SECURITY**

#### **6.1 Applicability**

**6.1.1** Architectural and infrastructure-related requirements for the optimum implementation of international civil aviation security measures shall be integrated into the design and construction of new facilities and alterations to existing facilities at an aerodrome.

#### **6.2 Security Requirements for Certified Aerodromes**

##### **6.2.1 Barrier Requirements**

**6.2.1.1** The operator of a certified aerodrome shall, provide safeguards to prevent unauthorized access to restricted area within their aerodrome:

- i. Consist of fences, gates, doors and other barriers between public and restricted areas with adequate locking or control systems; and
- ii. Ensure control of any duct, drain or tunnel giving access to the restricted areas.

##### **6.2.2 Isolated aircraft parking position**

**6.2.2.1** An isolated aircraft parking position shall be designated or the aerodrome control tower shall be advised of an area or areas suitable for the parking of an aircraft which is known or believed to be the subject of unlawful interference, or which for other reasons needs isolation from normal aerodrome activities.

##### **6.2.3 Security lighting**

At an aerodrome where it is deemed desirable for security reasons, a fence or other barrier provided for the protection of international civil aviation and its facilities should be illuminated at a minimum essential level. Consideration should be given to locating lights so that the ground area on both sides of the fence or barrier, particularly at access points, is illuminated.

##### **6.2.4 Signage**

**6.2.4.1** Affix signs clearly indicating the boundaries of all restricted areas.



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## APPENDICES

The Appendices of this manual will be used as required to inspect different section of an aerodrome operation. The respective sections would be extracted, and a form would be created to guide an inspector when carrying out an inspection.

APPENDIX	Form Number	Use of Form
1	GCAA/001	Application Form for an Aerodrome Certificate
2	GCAA/002	Steps of Procedures - Steps for Certification - Steps for Amendment - Steps for Transfer
3	GCAA/003	Manual Checklist - Airport Operations Manual - Airport Emergency Plan - Safety Management System Plan - Disabled Aircraft Operations Plan - Wildlife Hazard Management Plan - Airport Training Programme - Airport Maintenance Plan
4	GCAA/004	Aerodrome Certification Inspection Checklist
5	GCAA/005	Aerodrome Certificate Template
6	GCAA/006	SMS Acceptance Checklist
7	GCAA/007	Form Runway Incursion
8	GCAA/008	Form Bird Strike Report
9	GCAA/009	Corrective Action Plan Summery



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*Appendix 1 –Application for Aerodrome Certificate*

**Application for Aerodrome Certificate – International**

1. Particulars of Owner (Give details as required to be shown on the Certificate)	
Name: _____	
Address: _____	
2. Particulars of Aerodrome	
Name: _____ Region: _____	
Position (Magnetic Coordinates): _____ Lat. /Long.: _____	
Length: _____ Width: _____ Obstructions: yes <input type="checkbox"/> no <input type="checkbox"/>	
If yes state: _____	
3. Particulars of Aircraft	
Type(s): _____	
Model(s): _____	
MTW of largest aircraft: _____	
4. Classification of Aerodrome	
Public <input type="checkbox"/> Cargo <input type="checkbox"/> Medivac <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Heliport <input type="checkbox"/> Stolport <input type="checkbox"/>	
Private <input type="checkbox"/> Training <input type="checkbox"/> Aerial work <input type="checkbox"/> VFR <input type="checkbox"/> IFR <input type="checkbox"/> Land <input type="checkbox"/> Water <input type="checkbox"/>	
Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	
5. Particulars of Applicant (If different from Owner)	
State: _____	
_____	
6. Approvals from Ministry (Give details of the approvals obtained from the ministries as indicated below. Mention details of objection raised, if any):	
Name of Ministry	Reference of Approval
(a) _____	_____
(b) _____	_____
(c) _____	_____
(d) _____	_____
7. Are the safe guarding measures taken with local planning ministry to control new construction in the vicinity of the aerodrome which may cause an obstacle? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. NB.: Any other information relevant to this application that you would like to offer can be attached. Enclosure(s): _____	
9. License	
I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.	
Name: _____	Signature: _____
Seal: _____	Date: _____





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*Appendix 1 –Application for Aerodrome Certificate*

10. GCAA use
<p>Application Approved: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reason(s)(if no): _____</p> <p>_____</p> <p>Inspector's Name: _____ Signature: _____</p> <p>Seal: _____ Date: _____</p>



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*Appendix 2 –Steps of Procedure Certification Amendment & Transfer*

## Steps for Certification Process

Subject	Date Rec.	Comments	Date Comp.
<b>Phase 1</b>			
1. Expression of Interest.			
<b>Phase 2</b>			
1. A Completed Application Form.			
2. Approval Form the Appropriate land use Authority.			
3. A letter indicating no-objection from the Appropriate Authority Responsible for Environmental Protection.			
4. Security Clearance from the Nation Defence Board.			
5. Submit two Copies of the Aerodromes Manual & its compliance checklist.			
<b>Phase 3</b>			
1. General			
2. Particulars of the Aerodrome Site			
3. Particulars of the Aerodrome required to be Aeronautical Information Service [A.I.S]			
4. Particulars of the Aerodrome Operating Procedures & Safety Measures:			
4.1. Aerodrome Reporting			
4.2. Access to the Aerodrome Movement Area			
4.3. Aerodrome Emergency Plan			
4.4. Rescue & Fire-Fighting			
4.5. Inspection of the Aerodrome Movement Area & Obstacle Limitation Surface by the Aerodrome Operator			
4.6. Visual Aids & Aerodrome Electrical Systems			
4.7. Maintenance of the Movement Area			
4.8. Aerodrome Works -Safety			
4.9. Apron Management			
4.10. Apron Safety Management			
4.11. Airside Vehicle Control			
4.12. Wildlife Hazard Management			
4.13. Obstacle Control			
4.14. Removal of Disabled Aircraft			
4.15. Handling of Hazardous Materials			
4.16. Low-Visibility Operations			
4.17. Protection of Sites for Radar & Navigational Aids			



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*Appendix 2 – Certification Checklist Int'l Aerodromes*

Subject	Date Rec.	Comments	Date Comp.
<b>5. Aerodrome Administration &amp; Safety Management System</b>			
<b>5.1. Aerodrome Administration</b>			
<b>5.2. Safety Management System (SMS)</b>			
<b>Phase 4</b>			
<b>1. On-Site Inspection</b>			
<b>2. Re evaluation</b>			
<b>3. Re evaluation</b>			
<b>4. Re evaluation</b>			
<b>5. Re evaluation</b>			
<b>Phase 5</b>			
<b>1. Issue of Certificate</b>			



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## Steps for Amendment Checklist

Subject	Date Rec.	Comments	Date Comp.
<b>Phase 1</b>			
1. Application for Amendment			
2. Briefing on the requirements for the amendment.			
3. Identify possible hazards associated with the amendment			
4. Would the amendment affect the; I. Regulations II. Operation manual III. Would it have required an exemption, promulgation, or EFOD			
5. Would it affect any other government agencies that the GCAA has MOU with? Verify with legal			
6. Verify if inspection is required			
7. If inspection was carried out, report findings to the chief Inspector			
8. Make recommendation based on the findings to approve/disapprove the amendment			
9. If approved, verify that all amendment to manual is been made			
10. Ensure that the amendment is promulgated			



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*Appendix 2 – Certification Checklist Int'l Aerodromes*

## Steps for Transfer of a Certificate

TRANSFER OF AERODROME CERTIFICATE CHECKLIST				
Subject		Date Rec.	Comments	Date Comp.
1.	Upon receipt of a notice of transfer, check for the following:			
	a. That the credentials of the aerodrome operator requesting the transfer is the authentic certificate holder			
	b. Verify the legal documentation is review by legal and is found to be acceptable			
	c. That if the aerodrome is to be closed to all traffic will the transfer process is being completed, ensure sufficient safety measures have been taken by the aerodrome operator, such as:			
	wind socks and markings are removed			
	appropriate closed markings, unserviceability markers and other necessary visual aids are provided			
	d. That the notification received from the aerodrome operator meets the requirements of aerodromes regulations			
	e. That if the aerodrome is to remain open, an appropriate NOTAM has been promulgated			



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<b>AERODROME OPERATIONS MANUAL</b>		<b>SATISFACTORY</b>	
<b>SER</b>	<b>SUBJECT</b>	<b>YES</b>	<b>NO</b>
<b>1.0</b>	<b>INTRODUCTION</b>		
1.1	Table of content		
1.2	Foreword/Introduction/Preamble		
1.3	Title Page:		
a.	Name and type of business		
b.	Mailing address		
c.	Geographical Coordinates		
d.	Phone and fax numbers		
e.	Email address		
1.4	List of effective page		
1.5	Procedures for amendment		
1.6	Record of amendment		
<b>2.0</b>	<b>COMPLIANCE STATEMENT</b>		
2.1	Is there a statement indicating the organization's means of compliance with the Guyana Civil Aviation Regulations.		
2.2	Is the statement signed by the Chief Executive Officer or his/her Designee?		
2.3	List of all exemptions.		
<b>3.0</b>	<b>ORGANIZATION</b>		
3.1	Organization structure clearly showing the lines of authority to the Chief Executive Officer.		
3.2	ii) The following Administrative Responsibility are assign to: <ul style="list-style-type: none"> <li>• Manager Operation</li> <li>• Safety Manager</li> <li>• Maintenance Manager</li> <li>• Chief Rescue and Fire Fighting officer</li> </ul> <p>The aerodrome manual states the training and qualification for each of the above responsibility.</p>		
<b>4.0</b>	<b>PART 1 - GENERAL</b>		
4.1	General information, including the following:		
a.	purpose and scope of the aerodrome manual;		
b.	the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations;		
c.	conditions for use of the aerodrome — a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;		
d.	the available aeronautical information system and procedures for its promulgation;		
e.	the system for recording aircraft movements; and		
f.	obligations of the aerodrome operator.		
<b>5.0</b>	<b>PART 2 - PARTICULARS OF THE AERODROME SITE</b>		
5.1	General information, including the following:		
a.	a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;		
b.	a plan of the aerodrome showing the aerodrome boundaries;		
c.	a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and		
d.	particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.		



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6.0	<b>PART 3 - PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)</b>		
6.1	<b>General Information</b>		
a.	the name of the aerodrome;		
b.	the location of the aerodrome;		
c.	the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System — 1984 (WGS-84) reference datum;		
d.	the aerodrome elevation and geoid undulation;		
e.	the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;		
f.	the aerodrome reference temperature;		
g.	details of the aerodrome beacon; and		
h.	the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.		
6.2	<b>Aerodrome Dimensions and Related Information</b> - General information, including the following:		
a.	runway — true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;		
b.	length, width and surface type of strip, runway end safety areas, stopways;		
c.	length, width and surface type of taxiways;		
d.	apron surface type and aircraft stands;		
e.	clearway length and ground profile;		
f.	visual aids for approach procedures, viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;		
g.	the location and radio frequency of VOR aerodrome checkpoints;		
h.	the location and designation of standard taxi routes;		
i.	the geographical coordinates of each threshold;		
j.	the geographical coordinates of appropriate taxiway centre line points;		
k.	the geographical coordinates of each aircraft stand;		
l.	the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention);		
m.	pavement surface type and bearing strength using the Aircraft Classification Number — Pavement Classification Number (ACN-PCN) method;		
n.	one or more pre-flight altimeter check locations established on an apron and their elevation;		
o.	declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);		
p.	disabled aircraft removal plan: the telephone/telex/ facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and		
q.	rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.		



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7.0	<b>PART 4 - PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES</b>		
7.1	<b>Aerodrome Reporting</b> - Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMs, including the following:		
a.	arrangements for reporting any changes to the CAA and recording the reporting of changes during and outside the normal hours of aerodrome operations;		
b.	the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations;		
c.	the address and telephone numbers, as provided by the CAA, of the place where changes are to be reported to the CAA.		
7.2	<b>Access to The Aerodrome Movement Area</b> - Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the <i>movement area</i> , including the following:		
a.	the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the CAA and other government departments, as applicable; and		
b.	the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.		
7.3	<b>Aerodrome Emergency Plan</b> - Particulars of the aerodrome emergency plan, including the following:		
a.	plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations;		
b.	details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;		
c.	details of exercises to test emergency plans, including the frequency of those exercises;		
d.	a list of organizations, agencies and persons of authority, both on- and off-airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;		
e.	the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and		
f.	the appointment of an on-scene commander for the overall emergency operation.		
7.4	<b>Rescue and Fire-Fighting</b>		
a.	Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.		
7.5	<b>Inspection of The Aerodrome Movement Area and Obstacle Limitation Surface by The Aerodrome Operator</b> - Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:		
a.	arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;		
b.	arrangements and means of communicating with air traffic control during an inspection;		
c.	arrangements for keeping an inspection logbook, and the location of the logbook;		
d.	details of inspection intervals and times;		
e.	inspection checklist;		
f.	arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and		
g.	the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.		
7.6	<b>Visual Aids and Aerodrome Electrical Systems</b> - Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following:		
a.	arrangements for carrying out inspections during and outside the normal hours of aerodrome		





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	operation, and the checklist for such inspections;		
b.	arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;		
c.	arrangements for carrying out routine maintenance and emergency maintenance;		
d.	arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and		
e.	the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.		
7.7	<b>Maintenance of The Movement Area</b> - Particulars of the facilities and procedures for the maintenance of the movement area, including:		
a.	arrangements for maintaining the paved areas;		
b.	arrangements for maintaining the unpaved runways and taxiways;		
c.	arrangements for maintaining the runway and taxiway strips; and		
d.	arrangements for the maintenance of aerodrome drainage.		
7.8	<b>Aerodrome Works Safety</b> - Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following:		
a.	arrangements for communicating with air traffic control during the progress of such work;		
b.	the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;		
c.	the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;		
d.	a distribution list for work plans, if required.		
7.9	<b>Apron Management</b> - Particulars of the apron management procedures, including the following:		
a.	arrangements between air traffic control and the apron management unit;		
b.	arrangements for allocating aircraft parking positions;		
c.	arrangements for initiating engine start and ensuring clearance of aircraft push-back;		
d.	marshalling service; and		
e.	leader (van) service.		
7.10	<b>Apron Safety Management</b> - Procedures to ensure apron safety, including:		
a.	protection from jet blasts;		
b.	enforcement of safety precautions during aircraft refuelling operations;		
c.	apron sweeping;		
d.	apron cleaning;		
e.	arrangements for reporting incidents and accidents on an apron; and		
f.	arrangements for auditing the safety compliance of all personnel working on the apron.		
7.11	<b>Airside Vehicle Control</b> - Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following:		
a.	details of the applicable traffic rules (including speed limits and the means of enforcing the rules);		
b.	the method of issuing driving permits for operating vehicles in the movement area.		
7.12	<b>Wildlife Hazard Management</b> - Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following:		
a.	arrangements for assessing wildlife hazards;		
b.	arrangements for implementing wildlife control programmes; and		
c.	the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.		
7.13	<b>Obstacle Control</b> - Particulars setting out the procedures for:		
a.	monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;		
b.	controlling obstacles within the authority of the operator;		



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c.	monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;		
d.	controlling new developments in the vicinity of aerodromes; and		
e.	notifying the CAA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.		
7.14	<b>Removal of Disabled Aircraft</b> - Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:		
a.	the roles of the aerodrome operator and the holder of the aircraft certificate of registration;		
b.	arrangements for notifying the holder of the certificate of registration;		
c.	arrangements for liaising with the air traffic control unit;		
d.	arrangements for obtaining equipment and personnel to remove the disabled aircraft; and		
e.	the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.		
7.15	<b>Handling of Hazardous Materials</b> - Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:		
a.	arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials;		
b.	the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.		
7.16	<b>Low-Visibility Operations</b>		
a.	Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.		
7.17	<b>Protection of Sites for Radar and Navigational Aids</b> - Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:		
a.	arrangements for the control of activities in the vicinity of radar and nav aids installations;		
b.	arrangements for ground maintenance in the vicinity of these installations; and		
c.	arrangements for the supply and installation of signs warning of hazardous microwave radiation.		
8.0	<b>PART 5 -AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM</b>		
8.1	<b>Aerodrome administration</b> - Particulars of the aerodrome administration, including the following:		
a.	an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities; and the required training each person has to have to hold a responsibility (Training Programme).		
b.	the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and		
c.	airport committees.		
8.2	<b>Safety management system (SMS)</b> - Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being		
i)	Are all operators / tenants complying with the operators SMS or;		
ii)	All operators / tenants are required to establish their SMS which oversight activity is being carried out by the Aerodrome operator.		
a.	the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;		
b.	the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;		
c.	SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders;		



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d.	SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;		
e.	a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);		
f.	measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;		
g.	the internal safety audit and review system detailing the systems and programmes for quality control of safety;		
h.	the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts;		
i.	staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and confirm that safety critical personnel meets the requirements specified in chapter 12 of Standard for Certified Aerodrome		
j.	the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.		

**COMMENTS AERODROME OPERATOR:**

**Operator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**COMMENTS AERODROME INSPECTOR:**

**Inspector's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**EMERGENCY PLAN CHECKLIST**

Name of Aerodrome	Address	Certificate No.	Date

Ser	Subject	Satisfactory		Remarks
		Yes	No	
<b>1</b>	<b>Are there Emergency Telephone Numbers for the following?</b>			
	a) Air Traffic Services			
	b) Rescue and Fire Fighting Services			
	c) Police and Security			
	d) Medical Services			
	• Hospitals			
	• Ambulances			
	• Doctors (Business/Residence)			
	e) Aircraft Operators			
	f) Government Authorities			
	g) Civil Defence			
	h) Other			
<b>2</b>	<b>Aircraft Accident On Airport – Action taken by:</b>			
	a) Air Traffic Services			
	b) Rescue and Fire Fighting Services			
	c) Police and Security			
	d) Airport Authority			
	• Vehicle Escort			
	• Maintenance			
	e) Medical Services			
	• Hospitals			
	• Ambulances			
	• Doctors			
	• Other Medical Personnel			
	f) Aircraft Operator Involved			
	g) Emergency Operations Centre and Mobile Command Post			
	h) Government Authorities			
	i) Communication Network (Emergency Operations Centre and Mobile Command Post)			
	j) Agencies involved in Mutual Aid Emergency Agreements			
	k) Transportation Authorities (Land, Sea, Air)			
	l) Public Information Officer(s)			
	m) Fire Departments when Structures involved			
	n) All Other Agencies			



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Ser	Subject	Satisfactory		Remarks
		Yes	No	
<b>3</b>	<b>Aircraft Accident Off Airport – Action taken by:</b>			
	a) Air Traffic Services			
	b) Rescue and Fire Fighting Services			
	c) Local Fire department			
	d) Police and Security Services			
	e) Airport Authority			
	f) Medical Services			
	• Hospitals			
	• Ambulances			
	• Doctors			
	• Other Medical Personnel			
	g) Agencies involved in Mutual Aid Emergency Agreements			
	h) Aircraft Operator Involved			
	i) Emergency Operations Centre and Mobile Command Post			
	j) Government Authorities			
k) Communication Network (Emergency Operations Centre and Mobile Command Post)				
l) Transportation Authorities (Land, Sea, Air)				
m) All other Agencies				
<b>4</b>	<b>Malfunction of Aircraft in Flight (Full Emergency or Local Stand) – Action taken by:</b>			
	a) Air Traffic Services			
	b) Airport Rescue and Fire Fighting Services			
	c) Police and Security Services			
	d) Airport Authority			
	e) Medical Services			
	• Hospitals			
	• Ambulances			
	• Doctors			
	• Other Medical Personnel			
f) Aircraft Operator Involved				
g) Emergency Operations Centre and Mobile Command Post				
h) All other Agencies				
<b>5</b>	<b>Structural Fires – Action taken by:</b>			
	a) Air Traffic Services			
	b) Rescue and Fire Fighting Services (Local Fire Department)			
	c) Police and Security Services			
	d) Airport Security			
	e) Evacuation of Structure			
	f) Medical Services			
	• Hospitals			
	• Ambulances			
	• Doctors			
• Other Medical personnel				
g) Emergency Operations Centre and Mobile Command Post				
h) Public Information Officer				
i) All Other Agencies				
<b>6</b>	<b>Sabotage Including Bomb Threat (Aircraft or Structure) – Action taken by:</b>			
	a) Air Traffic Services			
	b) Emergency Operations Centre and Mobile Command Post			
	c) Police and Security Services			
	d) Airport Authority			
	e) Rescue and Fire Fighting Services			
f) Medical Services				



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	<ul style="list-style-type: none"> <li>Hospitals</li> <li>Ambulances</li> <li>Doctors</li> <li>Other Medical personnel</li> </ul>			
	g) Aircraft Operator Involved			
	h) Government Authorities			
	i) Isolated Aircraft Parting Position			
	j) Evacuation			
	k) Searches by Dogs and Trained Personnel			
	l) Handling and Identification of Luggage and Cargo on Board Aircraft			
	m) Handling and Disposal of Suspected Bomb			
	n) Public Information Officer			
	o) All Other Agencies			
Ser	Subject	Satisfactory		Remarks
		Yes	No	
7	<b>Unlawful Seizure of Aircraft – Action taken by:</b>			
	a) Air Traffic Services			
	b) Rescue and Fire Fighting Services			
	c) Police and Security Services			
	d) Airport Authority			
7	<b>Unlawful Seizure of Aircraft – Action taken by: Cont'd</b>			
	e) Medical Services			
	<ul style="list-style-type: none"> <li>Hospitals</li> <li>Ambulances</li> <li>Doctors</li> <li>Other Medical Personnel</li> </ul>			
	f) Aircraft Operator Involved			
	g) Government Authorities			
	h) Emergency Operations Centre and Mobile Command Post			
	i) Isolated Aircraft Parking Position			
	j) Public Information Officer			
	k) All Other Agencies			
8	<b>Incident on the Airport:</b>			
	a) Fuel Spills at the Ramp			
	b) Passenger Loading Bridge			
	c) Fuel Storage Area			
	d) Dangerous Goods Occurrences at Freight Handling Areas			
	e) Collapse of Structures			
	f) Vehicle/Aircraft Collisions, Etc.			
9	<b>Persons of Authority – Site Roles:</b>			
	a) On-Airport			
	<ul style="list-style-type: none"> <li>Local chief fire officer</li> <li>Airport authority</li> <li>Police and security – Officer-in-Charge; and</li> <li>Medical co-coordinator</li> </ul>			
	b) Off-Airport			
	<ul style="list-style-type: none"> <li>Local Chief Fire Officer</li> <li>Government Authority; and</li> <li>Police and Security – Officer in Charge</li> <li>Distinctive Apparel with Reflective Lettering worn by Command Personnel for their easy Identification: <ul style="list-style-type: none"> <li>Red - Chief Fire Officer</li> </ul> </li> </ul>			



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	<ul style="list-style-type: none"> <li>Blue - Police Chief</li> <li>White (Red lettering) - Medical Coordinator</li> <li>International Orange - Airport Administration</li> <li>Lime Green -Transportation Officer</li> <li>Dark Brown - Forensic</li> </ul>			
<b>COMMENTS – OBSERVATIONS AND RECOMMENDATIONS</b>				
<b>Inspector's Name</b>	<b>Inspector's Signature</b>	<b>Inspector's Designation</b>	<b>Date</b>	





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**Safety Management System Plan Checklist**

<b>Document control</b>	<b>S/U/N</b>	<b>Remarks</b>
Hard copy or controlled electronic media and distribution list.		
The correlation between the SMS manual and other existing manuals such as the maintenance control manual (MCM) or the operations manual		
The process for periodic review of the manual and its related forms/documents to ensure their continuing suitability, adequacy and effectiveness.		
The manual's administration, approval and regulatory acceptance process.		
<b>SMS Regulatory Requirements</b>		
Spell out the current SMS regulations/standards. Include the compliance timeframe and advisory material references as applicable.		
Where appropriate, elaborate on or explain the significance and implications of the regulations to the organization.		
Establish a correlation with other safety-related requirements or standards where appropriate (other than GCAA regulations).		
<b>Scope and integration of the safety management system</b>		
Spell out the nature of the organization's aviation business and its position or role within the industry as a whole.		
Identify the major areas, departments, workshops and facilities of the organization within which the SMS will apply.		
Identify the major processes, operations and equipment which are deemed eligible for the organization's hazard identification and risk management (HIRM) programme, especially those which are pertinent to aviation safety. If the scope of the HIRM-eligible processes, operations and equipment is too detailed or extensive, it may be controlled under a supplementary document as appropriate.		
Where the SMS is expected to be operated or administered across a group of interlinked organizations or contractors, define and document such integration and associated accountabilities as applicable.		
Where there are other related control/management systems within the organization, such as QMS, OSHE and SeMS, identify their relevant integration (where applicable) within the aviation SMS.		
<b>Safety policy</b>		
The safety policy should be appropriate to the size and complexity of the organization.		
The safety policy states the organization's intentions, management principles and commitment to continuous improvement in aviation safety.		
The safety policy is approved and signed by the accountable executive.		
The safety policy is promoted by the accountable executive and all other managers.		
The safety policy is reviewed periodically.		
Personnel at all levels are involved in the establishment and maintenance of the safety management system.		
The safety policy is communicated to all employees with the intent that they are made aware of their individual safety obligations.		
<b>Safety objectives</b>		
The safety objectives have been established.		
The safety objectives are expressed as a top-level statement describing the organization's commitment to achieving safety.		
There is a formal process to develop a coherent set of safety objectives.		
The safety objectives are publicized and distributed.		
Resources have been allocated for achieving the objectives.		



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The safety objectives are linked to safety indicators to facilitate monitoring and measurement where appropriate.		
<b>Safety accountabilities and key personnel</b>		
The accountable executive is responsible for ensuring that the safety management system is properly implemented and is performing to requirements in all areas of the organization. The function of Accountable officer:		
- provision and allocation of human, technical, financial or other resources necessary for the effective and efficient performance of SMS;		
- direct responsibility for the conduct of the organization's affairs;		
- final authority over operations under the certificate/approval of the organization;		
- establishment and promotion of the safety policy;		
- establishment of the organization's safety objectives and safety targets;		
- acting as the organization's safety champion		
- having final responsibility for the resolution of all safety issues; and		
- establishing and maintaining the organization's competence to learn from the analysis of data collected through its safety reporting system.		
An appropriate safety manager (office), safety committee or safety action groups have been appointed as appropriate. The function of Safety Manager includes:		
- managing the SMS implementation plan on behalf of the accountable executive;		
- performing/facilitating hazard identification and safety risk analysis;		
- monitoring corrective actions and evaluating their results;		
- providing periodic reports on the organization's safety performance;		
- maintaining records and safety documentation;		
- planning and facilitating staff safety training;		
- providing independent advice on safety matters;		
- monitoring safety concerns in the aviation industry and their perceived impact on the organization's operations aimed at service delivery;		
- coordinating and communicating (on behalf of the accountable executive) with the State's oversight authority and other State agencies as necessary on issues relating to safety; and		
- coordinating and communicating (on behalf of the accountable executive) with international organizations on issues relating to safety.		
Safety authorities, responsibilities and accountabilities of personnel at all levels of the organization are defined and documented.		
<b>Safety Review Committee</b>		
- monitors the effectiveness of the SMS		
- monitors that any necessary corrective action is taken in a timely manner		
- monitors safety performance against the organization's safety policy and objectives		
- monitors the effectiveness of the organization's safety management processes which support the declared corporate priority of safety management as another core business process		
- monitors the effectiveness of the safety supervision of		



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subcontracted operations		
- ensures that appropriate resources are allocated to achieve safety performance beyond that required by regulatory compliance		
<b>Safety Action Group</b>		
- oversees operational safety performance within the functional areas of the organization and ensures that appropriate safety risk management activities are carried out with staff involvement as necessary to build up safety awareness		
- coordinates the resolution of mitigation strategies for the identified consequences of hazards and ensures that satisfactory arrangements exist for safety data capture and employee feedback		
- assesses the safety impact related to the introduction of operational changes or new technologies		
- coordinates the implementation of corrective action plans and ensures that corrective action is taken in a timely manner		
- reviews the effectiveness of previous safety recommendations		
- oversees safety promotion activities as necessary to increase employee awareness of safety issues and to ensure that they are provided appropriate opportunities to participate in safety management activities		
All personnel understand their authorities, responsibilities and accountabilities with regard to all safety management processes, decisions and actions.		
An SMS organizational accountabilities diagram is available.		
<b>Safety reporting and remedial actions</b>		
The organization has a procedure that provides for the capture of internal occurrences including accidents, incidents and other occurrences relevant to SMS.		
A distinction is to be made between mandatory reports (accidents, serious incidents, major defects, etc.), which are required to be notified to the CAA, and other routine occurrence reports, which remain within the organization.		
There is also a voluntary and confidential hazard/occurrence reporting system, incorporating appropriate identity/data protection as applicable.		
The respective reporting processes are simple, accessible and commensurate with the size of the organization.		
High-consequence reports and associated recommendations are addressed to and reviewed by the appropriate level of management.		
Reports are collected in an appropriate database to facilitate the necessary analysis.		
<b>Hazard identification and risk assessment</b>		
Identified hazards are evaluated, prioritized and processed for risk assessment as appropriate.		
There is a structured process for risk assessment involving the evaluation of severity, likelihood, tolerability and preventive controls.		
The risk assessment process utilizes worksheets, forms or software appropriate to the complexity of the organization and operations involved.		
Completed safety assessments are approved by the appropriate level of management.		
There is a process for evaluating the effectiveness of the corrective, preventive and recovery measures that have been developed.		
There is a process for periodic review of completed safety assessments and documenting their outcomes.		



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<b>Safety performance monitoring and measurement</b>		
The formal process to develop and maintain a set of safety performance indicators and their associated performance targets.		
Correlation established between the SPIs and the organization's safety objectives where applicable and the process of regulatory acceptance of the SPIs where required.		
The process of monitoring the performance of these SPIs including remedial action procedure whenever unacceptable or abnormal trends are triggered.		
Any other supplementary SMS or safety performance monitoring and measurement criteria or process.		
<b>Safety related investigations and remedial actions</b>		
Procedures to ensure that reported accidents and incidents are investigated internally.		
Dissemination of completed investigation reports internally as well as to the CAA as applicable.		
A process for ensuring that corrective actions taken or recommended are carried out and for evaluating their outcomes/effectiveness.		
Procedure on disciplinary inquiry and actions associated with investigation report outcomes.		
Clearly defined conditions under which punitive disciplinary action would be considered (e.g. illegal activity, recklessness, gross negligence or willful misconduct).		
A process to ensure that investigations include identification of active failures as well as contributing factors and hazards.		
Investigation procedure and format provides for findings on contributing factors or hazards to be processed for follow-up action by the organization's hazard identification and risk management system where appropriate.		
<b>Safety training and communication</b>		
The training syllabus, eligibility and requirements are documented.		
There is a validation process that measures the effectiveness of training.		
The training includes initial, recurrent and update training, where applicable		
The organization's SMS training is part of the organization's overall training programme.		
SMS awareness is incorporated into the employment or indoctrination programme.		
The safety communication processes/channels within the organization.		
<b>Continuous improvement and SMS audit</b>		
The process for regular internal audit/review of the organization's SMS to ensure its continuing suitability, adequacy and effectiveness.		
Describe any other programmes contributing to continuous improvement of the organization's SMS and safety performance, e.g. MEDA, safety surveys, ISO systems.		
<b>SMS records management</b>		
The organization has an SMS records or archiving system that ensures the retention of all records generated in conjunction with the implementation and operation of the SMS.		
Records to be kept include hazard reports, risk assessment reports, safety action group/safety meeting notes, safety performance indicator charts, SMS audit reports and SMS training records.		
Records should be traceable for all elements of the SMS and be accessible for routine administration of the SMS as well as internal and external audits purposes.		
<b>Management of change</b>		



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Procedures to ensure that substantial organizational or operational changes take into consideration any impact which they may have on existing safety risks.		
Procedures to ensure that appropriate safety assessment is performed prior to introduction of new equipment or processes which have safety risk implications.		
Procedures for review of existing safety assessments whenever there are changes to the associated process or equipment.		
<b>Emergency/contingency response plan</b>		
The organization has an emergency plan that outlines the roles and responsibilities in the event of a major incident, crisis or accident.		
There is a notification process that includes an emergency call list and an internal mobilization process.		
The organization has arrangements with other agencies for aid and the provision of emergency services as applicable.		
The organization has procedures for emergency mode operations where applicable.		
There is a procedure for overseeing the welfare of all affected individuals and for notifying next of kin.		
The organization has established procedures for handling the media and insurance-related issues.		
There are defined accident investigation responsibilities within the organization.		
The requirement for preservation of evidence, securing the affected area, and mandatory/ governmental reporting is clearly stated.		
There is emergency preparedness and response training for affected personnel.		
A disabled aircraft or equipment evacuation plan has been developed by the organization in consultation with aircraft/equipment owners, aerodrome operators or other agencies as applicable.		
A procedure exists for recording activities during an emergency response.		
Comments		

S- Satisfactory      U- Not Satisfactory      N- Not Applicable



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**Disabled Aircraft Plan**

**Under Development**



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**Wildlife Hazard Management Plan**

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**Airport Training Programme**

**Under Development**





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**Airport Maintenance Plan**

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**Certification Checklist for International Aerodromes**

**GENERAL INFORMATION**

Name of person conducting the inspection		
Dates		
Previous Assessment		
ICAO Location Indicator		
Main Office Address		
Airport Administration		
Principal Contact		
Previous Year Annual Traffic		
Critical Aircraft Types Operating		
ICAO Aerodrome Reference Code		
ICAO RFFS Category		
Runway Length and Width (m)		
Runway Designation/Type/Use		
Runway Navigation Aids		
Runway Declared Distances		
TOAR:		
TODA:		
ASDA:		
LDA:		



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No	Aerodrome City/Aerodrome	Address State Telephone, Fax, Email				Latitude/Longitude
Name of Inspector		Inspection date				S=satisfactory U=unsatisfactory (remark required) N/A=not applicable
		Site No.				
Content/Requirements		Ref	S	U	N/A	Remarks
<b>AERODROME MANUAL</b>						
1	AOM is on-site and readily accessible					
2	Content are current and relative					
3	Amendments are inserted and recorded					
4	Content (names, telephone number, airport specification, operational plans, etc.) is current and relative					
5	Appendices are current and relative					
<b>AERODROME DATA</b>						
6	Do you understand the different type of publication used by the Aeronautical Information Service (AIS)					
7	Accuracy of Aeronautical Data comply with requirements. (survey, calculation & declared points)					
8	Availability of aerodrome mapping data to AIS					
9	Data transmission is verified through the cyclic redundancy check. (CRC)					
<b>PUBLISHED AERODROME INFORMATION</b>						
10	Aerodrome Reference Point with coordinates (WGS-84)					
11	Aerodrome elevation of each Threshold					
12	significant high and low intermediate points along the runway					
13	Highest elevation of touchdown Zone					
14	Aerodrome reference temperature					
15	Primary Runway-true bearing, designation number length, width, slope					
16	Secondary Runway-true bearing, designation number length, width, slope					
17	Strip, runway end safety area, stop way (length, width)					
18	Taxiway designation, width, surface type;					
19	Apron surface type, aircraft stands;					
20	the boundaries of the air traffic control service					
21	clearway – length, ground profile					
22	Location and radio frequency for VOR check-point					
23	Location and designation of standard taxi-routes					
24	Distances of ILS from runway Ends					
25	Co-ordinates of taxiway centre line points					
26	Co-ordinates of aircraft stands					
27	Co-ordinates of obstacles near aerodromes					
28	Pavement Classification Number (PCN)					
29	Pre-flight altimeter check location					
30	Calculated declared distances					
31	Verify all exceptions and their associated Aeronautical study/Risk assessment are published in a publicly accessible document					
<b>PHYSICAL CHARACTERISTICS</b>						
32	Runway Longitudinal slope variations; Slope variation					



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33	Runway transverse slope variations					
34	Runway sighting distance					
35	Are all runway pavement strength determined PCN/bearing strength					
36	Does the runway shoulder meet the required standards (width, slope and strength)					
37	Does the runway turn pad meets the required standard (slope, clearance)					
38	Does the runway strip meet the required standard (slop, strength, width, length, graded)					
39	Does the runway end safety area meet the required standard (slop, clearance, length and width)					
40	Does the Clearway meet the standard requirements (length, width, slope)					
41	Does the stop way meet the required standard (slope, width and strength)					
42	Altimeter check location					
43	Does the taxiway have the required (width & curve)					
44	Do Taxiway slope meet the requirements?					
45	Sighting distance of taxiway					
46	Does the taxiway have the require surface and strength					
47	Taxiway shoulders					
48	Taxiway strips (width and slope)					
49	Holding positions (location)					
50	Apron (size, slope, strength and clearance)					
51	Isolated aircraft parking position					
<b>OVERLOAD OPERATION</b>						
52	Overload operation complies with AC/006					
53	Total overload operations during the previous year					
<b>CONDITION OF MOVEMENT AREA AND RELATED FACILITIES REPORT</b>						
54	Verified producers for reporting unserviceable facilities and infrastructure are followed					
55	Availability of procedures and equipment for conducting aerodrome surface condition inspections					
56	Availability of procedures for Aerodrome Condition Reporting					
57	Method for determining standing water on runway (Damp. Wet, standing water greater than 3mm)					
58	List of personnel to issue Aerodrome Condition and their contact info.					
59	List of recipients of Aerodrome condition reports					
60	Aerodrome condition reporting System					
61	Records of aerodrome condition information disseminated					
<b>OBSTACLE RESTRICTION AND REMOVAL</b>						
62	Are the obstacle limitation surfaces established?					
63	Outer horizontal surface					
64	Conical surface					
65	Inner horizontal surface					
66	Approach surface					
67	Inner approach surface					
68	Transitional surface					
69	Inner transitional surface					
70	Balked landing surface					
71	Take-off climb surface					
72	does the runway have the required take of distance					
73	Are the applicable charts available					



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74	Office responsible for monitoring the growth of obstacles on or in the vicinity of aerodromes in accordance with the Obstacle Limitation Surfaces (OLS) on or in the vicinity of aerodromes					
75	Record of action taken when an obstacle may infringe on OLS					
76	Any changes to the height of Instrument Approach Procedures					
77	Availability of an updated Aerodrome Obstacle Chart – Type A					
78	All obstacle in the aerodrome vicinity are lighted					
79	Mobile obstacles (vehicles, equipment) display adequate flashing light (yellow/blue)					
80	Emergency service vehicles responding to accidents display adequate lighting					
81	Un conspicuous obstacles by day marked by chequered patterns (red or orange and white)					
82	Surface obstructions and unserviceable parts of movement area are delineated either by marker boards painted alternating (red or orange and white) or white crosses					
<b>VISUAL AIDS FOR NAVIGATION</b>						
83	Wind direction indicator (location)					
84	Landing direction indicator					
85	Signalling lamp					
86	Landing Aids available					
87	Does the landing AIDS comply with the applicable slops?					
88	Availability of a system of preventive maintenance of visual aids					
89	Visual Aids inspections and in-filled measurements of intensity					
90	Control and measurements of electrical characteristics of each circuitry					
91	Control of the correct functioning of the light intensity setting					
92	Availability of records of in-filled measurements of intensity beam spread and orientation of lights applicable to instrument precision approach					
<b>MARKINGS</b>						
93	Runway designation marking					
94	Centreline marking					
95	Threshold marking					
96	Aiming point marking					
97	Touchdown zone marking					
98	Runway side stripe marking					
99	Taxiway centre line marking					
100	Runway turn pad marking					
101	Runway holding position marking					
102	Intermediate holding position marking					
103	VOR checkpoint marking					
104	Road holding position marking					
105	Mandatory instruction marking					
106	Information marking					
107	Presence of inter-stand clearway adjacent to aircraft stands					
108	Presence of solid double white line to indicate separation of manoeuvring area and ramp area and associated air side service road which cannot readily be distinguished.					
109	Stand centreline marking – Yellow					



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110	The ramp speed limit sign					
111	Closed movement area					
<b>LIGHTS</b>						
112	Laser emissions					
113	Runway Threshold Identification Lights					
114	Runway Edge Lights					
115	Runway threshold and wing bar lights					
116	Runway edge lights					
117	Runway centre line lights					
118	Runway touchdown zone lights					
119	Taxiway centre line lights					
120	Taxiway end lights					
121	Intermediate holding position lights					
122	Road holding position light					
123	Apron flood lighting					
124	Emergency lights					
125	Aeronautical Beacons					
126	Aerodrome Beacon					
127	Identification Beacon					
128	Approach Lighting					
129	visual Approach Slope Indicator					
<b>SIGNS</b>						
130	Availability of sign plan					
131	Same size and height in one array					
132	Uniform and steady brightness					
133	Lighted if appropriate					
134	Maintained in good condition					
135	Not confusing or deceptive					
136	Consistent with approved sign plan					
137	Compliant with standards					
138	Installed on frangible mounts with breakaway connectors					
139	Level and properly oriented					
140	Adequate clearance					
141	During night operations, all signs are lighted					
142	Mandatory instruction signs					
143	Information signs					
144	VOR aerodrome check-point sign					
145	Road holding position sign					
<b>VISUAL AIDS FOR DENOTING OBSTACLES</b>						
146	Objects to be marked and/or lighted					
147	Marking and/or lighting of object					
148	Fixed object					
149	Wind turbines					
150	Overhead wires, cables, etc., and supporting towers					
<b>VISUAL AIDS FOR DENOTING RESTRICTED USE AREAS</b>						
151	Closed runways and taxiways					
152	Non-loading bearing surface					
153	Unserviceable areas					
<b>ELECTRICAL SYSTEMS</b>						
154	Provider of Primary Power Supply					
155	Electrical power supply for air navigation facilities					
156	Provision of Secondary power supply					
157	(a) Signaling lamp					
158	(b) All obstacle lights					
159	(c) Approach, runway and taxiway Lighting					
160	(d) Meteorological equipment					



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161	(e) Essential security lighting					
162	(f) Essential equipment					
163	(g) Flood lighting on a designated isolated aircraft parking position					
164	(h) Illumination of apron areas					
165	Adequate supply of voltage					
166	Lights are of uniform brightness and alignment when they are cycled through all intensity levels					
167	Maximum switch-over time is as required by Applicable Standards					
168	System design					
169	Monitoring					
<b>AERODROME OPERATIONAL SERVICES, EQUIPMENT AND INSTALLATIONS</b>						
170	Aerodrome emergency planning					
171	Aerodrome emergency exercise carried out in accordance with plan					
172	Emergency response in difficult environment approach and departure 1 000 m from threshold.					
173	Establishment and manning of emergency operations command posts and communication between them					
<b>RESCUE AND FIRE FIGHTING</b>						
174	RFF level of protection is compatible with the aerodrome category and Surrounding terrain.					
175	Principal extinguishing agent meets minimum performance level A					
176	Complementary extinguishing agent is a dry powder suitable for hydrocarbon fire					
177	Quantity of available foam matches with the level of foam used					
178	Fire prevention program in place					
179	Discharge rate of foam solution					
180	Response time to farthest point on RWY is less than 3 min.					
181	Availability of fire hydrants at Aerodrome (ability to replenish)					
182	Hydrants with adequate pressure to rapidly refill vehicles					
183	Availability of additional water for RFF at aerodrome (No. of fire fighting vehicles is equal to or more than 3)					
184	Adequacy of emergency access roads with gates on aerodrome for emergency vehicles					
185	Alarm system tested regularly					
186	Availability of a discrete for communication system linking to fire stations					
187	RFF personnel trained and licensed in R/T					
188	Equipment to summon assistance in emergencies regularly tested and results recorded					
189	Sufficient trained personnel to necessary to operate all equipment at maximum capacity.					
190	Every fire fighter equipped with a protective clothing – gloves, boots and fire hoods					
191	Aerodrome has proximity suits					
192	Availability and adequacy of breathing apparatus and tested regularly					
193	Breathing apparatus subjected to Pressure tests regularly – review Records					
194	Complimentary agent compatible with primary extinguishing agent					
195	Quality of foam approved records Available					



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196	Viscosity of foam tested and records Available					
197	All vehicles housed at fire station					
198	Fire personnel receive training and records available					
199	Refresher courses conducted and records available					
200	Periodic live fire/hot fire exercises conducted and records available					
201	RFF vehicles driver hold AVOP and records of training and retesting available					
202	Availability of training program that includes human performance, team co-ordination and live fire drills					
<b>APRON MANAGEMENT SERVICE</b>						
203	All aprons are clean and clear of foreign object debris (FOD)					
204	Availability of FOD bins on the packing bays and other positions					
205	FOD emptied regularly					
206	All apron equipment packed in designated areas					
207	Marshalls position on aircraft stand prior to arrival of aircraft					
208	Availability of marshaling standard operating procedures					
209	Marshalling signals comply with ICAO requirements					
210	Marshallers are adequately trained					
211	Availability of marshallers' training records indicating when training was conducted					
212	All apron equipment and vehicles adhere to the speed limit permitted on the ramp					
213	Dissemination of airport movement Information					
214	Recording of airport traffic data					
215	Availability of rules and procedures for apron users					
216	Delegated authority for apron management service					
217	Apron Safety procedures					
218	Apron sweeping					
219	Protection from jet blast plan					
220	Guiding of passengers on apron					
221	According to AIP which unit provides Apron Management Service?					
222	If not Control Tower. Verify procedures are provided for the orderly transition of aircraft between apron management and aerodrome control tower					
223	Safety lines painted to define the areas intended for use by ground vehicles and other servicing equipment to provide safe separation from aircraft					
224	Aircraft stands provide the minimum clearance requirements					
225	Aircraft properly chocked once Stationary					
226	The chocks used are suitable to aircraft size					
227	Smaller aircraft are properly Moored					
228	Presence of motorized apron Equipment					
229	Serviceability and roadworthiness of apron equipment					
230	Availability of apron equipment inspection and addressing of the shortcomings					
231	The steps used are suitable to type of aircraft					
232	Radio communication facilities Provided					
233	Low visibility operations procedures are established					
234	Availability of Ground Vehicle Rules and Procedures					
235	Drivers compliance with Ground Vehicle Rules and Procedures					





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236	All persons operating vehicles on the apron have Airside vehicle operator Permits (AVOP)					
237	All vehicles operating on the airside have rotating beacons					
238	All drivers comply with mandatory instructions and are familiar with rules and procedures for the operation of ground vehicles					
239	All drivers on the airside are appropriately trained to operate vehicles					
240	Availability of ADP training programme and syllabus					
241	Use of airside vehicle inspection checklist during inspections					
242	Availability of airside vehicle inspection records and follow-up actions					
243	Availability of airside driver's training records					
<b>DISABLED AIRCRAFT REMOVAL</b>						
244	Office and Telephone of coordinator of operations for the removal of a disabled aircraft					
245	Availability of a plan for the aircraft removal from movement area					
246	Content of plan					
247	List of available equipment					
248	Notification of aircraft operator Process					
249	Liaison with ATM process					
250	Address for acquisitioning equipment					
251	List of available personnel					
252	Availability of procedures for removing a disabled aircraft					
<b>WILDLIFE STRIKE HAZARD REDUCTION</b>						
253	Reports on Wildlife Concentration Areas					
254	Dispersal activities					
255	Bird strike incident reports					
256	List of individuals having authority and responsibility for implementing the plan					
257	Procedures to be followed during air carrier operations					
258	List prioritizing actions contained in the plan with target dates:					
	(a) Wildlife population management					
	(b) Habitat modification					
	(c) Land use changes					
	(d) Ways to communicate					
259	Procedures for review every 12 months or following an event to include:					
	(a) Plan effectiveness					
	(b) Aspects of wildlife hazards that should be re-evaluated					
260	Provision for a wildlife hazard training program conducted by a qualified wildlife damage management biologist					
<b>GROUND SERVICING OF AIRCRAFT</b>						
261	Procedures for handling agents to follow					
262	Responsible persons					
263	Documentation of handling Dangerous goods					
264	Cargo handling/HAZMAT procedures, if applicable					
265	Fire safety fuel standards availability of fire extinguishers.					
266	Noncompliance notification Procedures					
267	Verify persons are trained					
268	Checklists for:					
	a) Storage facilities					
	b) Fuel service vehicles					



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	c) Fuelling agents					
<b>AERODROME VEHICLE OPERATIONS</b>						
269	Do they comply with vehicle operation procedures by adhering					
	a) Designated authority on apron					
	b) Mandatory instruction					
	c) Order of priority					
270	Are vehicles equipped with radio for two-way communication?					
<b>SURFACE MOVEMENT GUIDANCE AND CONTROL SYSTEMS</b>						
271	Is it provided					
272	Are marking and signs adequate for surface movement.					
<b>SITING OF EQUIPMENT AND INSTALLATIONS ON OPERATIONAL AREAS</b>						
273	No interference by construction					
274	Prevention of signal interference					
275	Signs identifying critical area					
276	Signs, gates or fences that limit access					
277	Frequency of maintenance of Surrounding					
278	Frangibility of Installations on Strip graded area					
279	Frangibility of Installations on Strip non-graded for precision app runway.					
<b>FENCING</b>						
280	Fence or suitable barriers to aerodromes and off-aerodrome ground installations and facilities, including sewers, ducts and tunnels					
281	Does the fence have adequate high					
282	Is the fence type adequate (strength)					
283	Is the various access points secure					
284	Do the fence cover the entire area of the aerodrome					
285	Is inspection done on the fence frequently					
<b>SECURITY LIGHTING</b>						
286	Lighting of security fences and barriers					
<b>AERODROME MAINTENANCE</b>						
287	Pavement					
288	Removal of contaminants					
289	Runway pavement overlays					
290	Visual aids					
<b>AIRSIDE CONSTRUCTION INSPECTION</b>						
291	Availability of Safety Plans and Execution					
292	List of organisations involved in work co-ordination					
293	Current list of fixed base operators					
294	Adequacy of notice of planned Works					
295	Adequacy of Works Plans distribution list					
296	Safety officer competence and awareness of safety arrangements					
297	Procedures for conduct of time limited works					
298	Procedures for interface with ATM					
<b>SPECIFICATIONS OF SAFETY PLAN</b>						
299	Procedures for Control of Access by unauthorised persons.					
300	Handling of NOTAM procedures					
<b>MOVEMENT AREA</b>						
301	Availability of inspection programme					
302	Procedure of inspection					
303	Frequency of inspections					
304	Inspection of runway and taxiways					



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305	Inspection of aprons					
306	Grass on the grass areas (less than 15 cm)					
307	Serviceability of the wind direction Indicator					
308	Availability of Checklists for Inspections					
309	Availability of records of Inspections					
310	Procedures for inspection after accidents/incidents					
311	Availability of records of follow-up action on the shortcomings and corrective actions taken					
312	Availability of procedures for inspection after un usual conditions e.g. storm					
313	Provision of ILS critical area Marking					
314	Inspection of Markings					
315	Drainage systems and culverts are documented in the Aerodrome Manual					
316	Surfaces of runways, taxiways and aprons are clear of FOD					
317	Runway surface does not have Irregularities					
318	Program of measurements of friction characteristics with a continuous friction measuring device using self-wetting features available and reports made when part of a runway may be slippery when wet. Followed.					
319	Records of friction measurements Availed					
320	Records of corrective maintenance actions taken.					
321	Reporting of contaminants on runway of standing water, mud, dust, oil, rubber deposits carried out.					
322	Records of removal of standing water, mud, dust, oil, rubber deposits to minimize accumulation available					
<b>LOW VISIBILITY OPERATIONS</b>						
323	Procedures for low visibility Operations					
324	Provision of ‘‘ follow me’’ vehicles					
<b>SAFETY MANAGEMENT SYSTEM</b>						
325	Acceptable Safety Management System					
326	Safety policy and Management Strategy					
327	Safety Risk Management					
328	Safety Assurance					
329	Safety Promotion					
330	Safety Management System Organization chart					
331	System for receiving occurrences					
332	Does the aerodrome operator monitor and analyses safety occurrences and trends and set new target level?					
<b>STAFF</b>						
333	Is there documentation that clearly establishes individual roles and responsibilities?					
334	Are individuals authorised to operate on the airside?					
335	List of qualified inspection personnel					
336	Availability of the required training Programme					
337	Is there an initial training program for new members of staff?					
338	Is there adequate personnel employed for the proper functioning of the aerodrome?					
339	Are staff members competent to full fill their individual roles and responsibility?					
340	Are staff members’ competencies reviewed to ensure that the staff remain competent for their safety responsibilities according to the AOM?					
<b>Comments / Recommendations</b>						



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*Appendix 4 –Aerodrome Certification Inspection Checklist*

Signature:.....

Date:.....



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*Appendix 2 – Certification Checklist Int'l Aerodromes*

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*Appendix 5 – Aerodrome Certificate Template*

 <b>GUYANA CIVIL AVIATION AUTHORITY</b>		<b>FORM NO: GCAA/AGA/ACM-005</b>
<b>AERODROME OPERATOR CERTIFICATE</b>		
<b>CERTIFICATE NO:</b>		
<p>This Certificate is issued by the Authority pursuant to the Civil Aviation Act 2000 Part: IV, Guyana Civil Aviation (Air Navigation) Regulations Part: IX and Guyana Aviation Requirements Part: 12, for the time being in force, to:</p>		
Name of Aerodrome	Name of Aerodrome Operator	
Location	Aerodrome Designator	
Coordinates	Rescue and Fire Fighting Category	
Aerodrome Reference Code	Type of Operation	
<p>as a <b>CERTIFIED AERODROME</b> to be operated and maintained subject to the conditions listed below:</p>		
1.		
2.		
3.		
4.		
Date of Issue	3	Issue
Date Renewed		
Date of Expiration		
<b>Name of Director General of Civil Aviation</b>		
<b>Signature of Director General of Civil Aviation</b>		



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*Appendix 7 – Aerodrome Certificate Template*

**EXEMPTIONS/RESTRICTIONS/LIMITATIONS**



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*Appendix 6 –SMS Acceptance Checklist*

**Checklist for the Acceptability of SMS**

<b>1.0</b>	<b>GENERAL INFORMATION</b>					
<b>1.1</b>	Name of organization					
<b>1.2</b>	Physical address					
<b>1.3</b>	Postal address					
<b>1.4</b>	Phone number					
<b>1.5</b>	Organization Email					
<b>1.6</b>	Date of inspection/audit					
<b>1.7</b>	Services/operations inspected					
<b>1.8</b>	Accountable Manager	Name				
		Designation				
		Mobile number				
<b>1.9</b>		Name				
		Designation				
		Mobile number				
		<b>Reg.</b>	<b>OBSERVATION</b>			<b>COMMENTS</b>
			<b>N</b>			
			<b>S</b>	<b>U</b>	<b>NA</b>	
<b>2.0</b>	<b>SAFETY POLICY</b>					
<b>2.1</b>	Is there a documented safety policy statement in the organization?					
<b>2.2</b>	Is the safety policy appropriate to the size nature and complexity to the organization?					
<b>2.3</b>	Is the safety policy relevant to ensure aviation safety?					
<b>2.4</b>	Is the safety policy readily visible and accessible by all staff?					
<b>2.5</b>	Is the safety policy endorsed by the Accountable Officer?					
<b>2.6</b>	Does the safety policy address the provision of human and financial resources for its implementation?					
<b>2.7</b>	Is there evidence that the safety policy is communicated to all employees with the intention that they are made aware of their individual safety obligations?					
<b>3.0</b>	<b>SAFETY ACCOUNTABILITY AND RESPONSIBILITY</b>					
<b>3.1</b>	Is there a documented safety (SMS) accountability within the organizations that begins with the Accountable Officer?					
<b>3.2</b>	Does the Accountable Officer have full control over financial and human resources associated with certification powers or approval?					
<b>3.3</b>	Are the items of reference for the Accountable Officer indicating his ultimate responsibility for implementation and maintenance of SMS including full authority over organization operation under the certificate or approval?					
<b>3.4</b>	Is there an SMS Manager who explicitly performs the role of reference or job description?					
<b>3.5</b>	Are the SMS Manager's function included in his/her terms of reference or job description?					
<b>3.6</b>	Does the SMS Manager have any additional responsibilities that may conflict or impair his role as an SMS Manager?					
<b>3.7</b>	Is there a safety committee for the purpose of reviewing of safety performance?					
<b>3.8</b>	Does this safety committee include the relevant operational personnel and departmental heads?					
<b>3.9</b>	Is the safety committee chaired by the safety manager or deputy duly assigned in the SMS manual?					





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*Appendix 6 –SMS Acceptance Checklist*

<b>4.0</b>	<b>SAFETY OBJECTIVES AND GOALS</b>					
<b>4.1</b>	Are the established safety objectives relevant to its aviation operations or services?					
<b>4.2</b>	Are the safety goals/objectives measurable?					
<b>4.3</b>	Are the Safety goals/objectives compatible with the Safety Policy?					
<b>4.4</b>	Are the safety goals/objectives monitored for ensuring their achievement?					
<b>4.5</b>	Is there a program for periodic review of the safety Objectives /goals?					
<b>4.6</b>	Is there evidence that safety goals/objectives are communicated to all employees with the intent of making them aware of their individual obligations and contributions?					
<b>5.0</b>	<b>SAFETY PERFORMANCE AND ACCEPTABLE LEVEL OF SAFETY (ALOS)</b>					
<b>5.1</b>	Are there established safety performance indicator(s) relevant to aviation safety?					
<b>5.2</b>	Are there AT LEAST TWO safety performance indicators for monitoring the organization's minimum ALOS or safety performance?					
<b>5.3</b>	Are the ALOS and safety performance indicators BASED ON DATA relating to occurrence reporting or some safety quality related events or reports?					
<b>5.4</b>	Are the safety indicators periodically reviewed by the safety committee for trends or exceedance?					
<b>5.5</b>	Is there a procedure for corrective or follow up action to be taken when there is significant abnormal trend or breach of any ALOS?					
<b>6.0</b>	<b>HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)</b>					
<b>6.1</b>	Is there a documented hazard identification and risk assessment (HIRA) procedure using the objective risk analysis tools?					
<b>6.2</b>	Is there a procedure for account for mitigation action whenever unacceptable risks are identified?					
<b>6.3</b>	Is there a procedure for identification of operations/ processes/ facilities/ equipment which is deemed relevant for HIRA performance?					
<b>6.4</b>	Is there a policy that provides for immunity from disciplinary actions (with any exceptions indicated) for all employees that report safety related deficiencies, threats or hazards?					
<b>6.5</b>	Is risk assessment reports approved by the departmental managers or higher level where appropriate?					
<b>6.6</b>	Is there a procedure to define acceptable and unacceptable risks?					
<b>6.7</b>	Is there a procedure to prioritize HIRA performance for operations/ processes/ facilities or equipment with identified or known safety- critical hazards or risks?					
<b>6.8</b>	Is there a procedure for personnel to identify or report hazards?					
<b>6.9</b>	Is there a procedure for periodic review of existing risk analysis records?					
<b>6.10</b>	Is there a procedure for special review of risk analysis records when there are changes that may affect their associated hazards					
<b>6.11</b>	Is there a procedure for proposing mitigation action by safety committee/safety action group (based on HIRA) to					



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*Appendix 6 –SMS Acceptance Checklist*

	the senior management or board for decision of approval?					
<b>6.12</b>	Is there a progressive compliance and maintenance of the organization's HIRA performance program?					
<b>7.0</b>	<b>MANAGEMENT OF CHANGE</b>					
<b>7.1</b>	Is there a procedure for review of relevant EXISTING aviation safety related facilities and equipment whenever there is pertinent change to those facilities, services or equipment?					
<b>7.2</b>	Is there a procedure for review of relevant EXISTING aviation safety related operations and processes (including HIRA records) whenever there is pertinent change to those operations and processes?					
<b>7.3</b>	Is there a procedure for review of NEW aviation safety related facilities and equipment whenever there is pertinent change to those facilities, services or equipment?					
<b>7.4</b>	Is there a procedure for review of NEW aviation safety related operations and processes (including HIRA records) whenever there is pertinent change to those operations and processes?					
<b>7.5</b>	Is there a procedure for review of relevant existing aviation safety related facilities, equipment, processes and operations whenever there is pertinent changes external to the organization such as regulatory /industry standards, best practices or technology?					
<b>8.0</b>	<b>SMS TRAINING, COMMUNICATION AND PROMOTION</b>					
<b>8.1</b>	Is there a documented personnel safety (SMS) training procedures and policy?					
<b>8.2</b>	Has the SMS manager undergone appropriate SMS familiarization and training?					
<b>8.3</b>	Have personnel involved in conducting the risk evaluations provided with appropriate risk management training?					
<b>8.4</b>	Are relevant personnel directly involved with the operation and maintenance of SMS undergone training commensurate with their individual level of involvement?					
<b>8.5</b>	Is there evidence of wider SMS education or awareness among employees?					
<b>9.0</b>	<b>SMS DOCUMENTATION AND RECORDS</b>					
<b>9.1</b>	Is there an existing and up-to-date organization's SMS Manual?					
<b>9.2</b>	Is the SMS Manual a stand-alone controlled document or part of an existing controlled document?					
<b>9.3</b>	Are SMS procedures documented in a systematic and consolidated manner?					
<b>9.4</b>	Are records or minutes pertaining to Safety committee of Safety Action Group maintained?					
<b>9.5</b>	Are records pertaining to performed Safety risk assessments maintained?					
<b>9.6</b>	Are records or minutes pertaining to Safety committee of Safety Action Group made available to all members					
<b>9.7</b>	Are records pertaining to performed Safety risk assessments made available to all relevant parties?					
<b>9.8</b>	Is there a documented policy in regard to generation, distribution and retention of SMS records?					
<b>9.9</b>	Are records pertaining to periodic review of existing safety risk assessments or special review in conjunction with relevant changes available?					
<b>10.0</b>	<b>SELF AUDIT AND CONTINUOUS IMPROVEMENT</b>					



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*Appendix 6 –SMS Acceptance Checklist*

<b>10.1</b>	Is there a procedure for self-audit of the SMS performance?					
<b>10.2</b>	Is there a current plan/program for self-audit of SMS performance?					
<b>10.3</b>	Is there a documented self-audit SMS checklist?					
<b>10.4</b>	Is there a follow-up procedure to address audit corrective action?					
<b>10.5</b>	Do the SMS self-audit conducted according to the plan /program?					
<b>10.6</b>	Are the self-audit reports reviewed by the Accountable Manager?					
<b>10.7</b>	Do the SMS self-audits cover the roles /responsibilities of third parties/ contractors where applicable?					

**COMMENT**

Inspector's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**S** - **Satisfactory**  
**U** - **Unsatisfactory**  
**NA** - **Not Applicable**



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***Appendix 7 – Runway Incursion Initial Form***

**RUNWAY INCURSION INITIAL REPORT FORM**

Report no: \_\_\_\_\_

A. Date/time of runway incursion (in UTC)  
(YYYYMMDDhhmm) \_\_\_\_\_

Day ☐ Night ☐

B. Person submitting the report

Name: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Telephone no: \_\_\_\_\_  
Facility/unit: \_\_\_\_\_  
Date/time/of completion  
of form: \_\_\_\_\_

C. ICAO aerodrome designator \_\_\_\_\_

D. Surface conditions  
(Braking) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Aircraft, vehicle or person involved in the runway incursion (indicate all those involved in the occurrence)

Aircraft 1: \_\_\_\_\_  
Aircraft 2: \_\_\_\_\_  
Aircraft 3: \_\_\_\_\_  
Vehicle: \_\_\_\_\_  
Person: \_\_\_\_\_

F. Weather conditions

Wind: \_\_\_\_\_ Visibility/RVR: \_\_\_\_\_  
Temperature (Celsius): \_\_\_\_\_ Ceiling/cloud: \_\_\_\_\_



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Additional information:

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**G. Evasive action – Aircraft 1**

No ☐

Yes ☐ Select from the list below as appropriate:

Cancelled take-off clearance	<input type="checkbox"/>	
Rejected take-off	<input type="checkbox"/>	distance rolled: _____
Rotated early	<input type="checkbox"/>	
Delayed rotation	<input type="checkbox"/>	
Abrupt stop	<input type="checkbox"/>	
Swerved	<input type="checkbox"/>	
Missed approach	<input type="checkbox"/>	distance to runway threshold: _____
Other	<input type="checkbox"/>	

**H. Evasive action – Aircraft 2**

No ☐

Yes ☐ Select from the list below as appropriate:

Cancelled take-off clearance	<input type="checkbox"/>	
Rejected take-off	<input type="checkbox"/>	distance rolled: _____
Rotated early	<input type="checkbox"/>	
Delayed rotation	<input type="checkbox"/>	
Abrupt stop	<input type="checkbox"/>	
Swerved	<input type="checkbox"/>	
Missed approach	<input type="checkbox"/>	distance to runway threshold: _____
Other	<input type="checkbox"/>	
	<input type="checkbox"/>	

**I. Evasive action – Vehicle**



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No ☐

Yes ☐ Select from the list below as appropriate:

Abrupt stop	<input type="checkbox"/>
Swerved	<input type="checkbox"/>
Other	<input type="checkbox"/>

**J. Closed proximity**

Vertical (ft): \_\_\_\_\_ Horizontal (m): \_\_\_\_\_

**K. Communication difficulties**

No

☐

Yes ☐ Select from the list below as appropriate:

☐

Readback/hearback	<input type="checkbox"/>
Blocked communication	<input type="checkbox"/>
Confused call signs	<input type="checkbox"/>
Aircraft on wrong frequency/no radio	<input type="checkbox"/>
Non-standard phraseology	<input type="checkbox"/>

**L. ATC**

Did ATC forget about:

An aircraft/person/vehicle cleared onto or to cross a runway?

An aircraft on approach to land?

A runway closure?

Yes

No

☐☐☐☐☐☐

**M. Description of the incident and relevant circumstances**

**1. A description or diagram of the geometry of the incident scenario:**

Description:

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Diagram:

2. A description of any evasive or corrective action taken to avoid a collision:

3. An assessment of the available reaction time and the effectiveness of the evasive or corrective action:

4. An indication of whether a review of voice communications has been completed and the results of that review:

5. Initial assessment of severity:



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**N. Aircraft details – Aircraft 1**

Registration no: \_\_\_\_\_ Call sign: \_\_\_\_\_ SSR code (if applicable): \_\_\_\_\_

Flight no: \_\_\_\_\_ Owner/operator: \_\_\_\_\_

Aircraft 1 type: \_\_\_\_\_

Flight details (select from the list below as appropriate):

<i>Type of flight</i>		<i>Flight rules</i>	
General aviation	<input type="checkbox"/>	IFR	<input type="checkbox"/>
Military	<input type="checkbox"/>	VFR	<input type="checkbox"/>
Non-scheduled	<input type="checkbox"/>		
Scheduled	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Not applicable	<input type="checkbox"/>		

**O. Aircraft details – Aircraft 2**

Registration no: \_\_\_\_\_ Call sign: \_\_\_\_\_ SSR code (if applicable): \_\_\_\_\_

Flight no: \_\_\_\_\_ Owner/operator: \_\_\_\_\_

Aircraft 2 type: \_\_\_\_\_

Flight details (select from the list below as appropriate):

<i>Type of flight</i>		<i>Flight rules</i>	
General aviation	<input type="checkbox"/>	IFR	<input type="checkbox"/>
Military	<input type="checkbox"/>	VFR	<input type="checkbox"/>
Non-scheduled	<input type="checkbox"/>		
Scheduled	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Not applicable	<input type="checkbox"/>		

**P. Vehicle details – Vehicle 1**





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Registration no: \_\_\_\_\_ Call sign: \_\_\_\_\_

Mobile no: \_\_\_\_\_ Owner/operator: \_\_\_\_\_

Vehicle 1 type: \_\_\_\_\_

Other details (select from the list below as appropriate):

<i>Type of vehicle</i>	<i>Other:</i>
Runway inspection <input type="checkbox"/>	
Bird control <input type="checkbox"/>	
Tugging/towing <input type="checkbox"/>	
Fire brigade <input type="checkbox"/>	
Maintenance <input type="checkbox"/>	
Military <input type="checkbox"/>	

**Q. Vehicle details – Vehicle 2**

Registration no: \_\_\_\_\_ Call sign: \_\_\_\_\_

Mobile no: \_\_\_\_\_ Owner/operator: \_\_\_\_\_

Vehicle 2 type: \_\_\_\_\_

Other details (select from the list below as appropriate):

<i>Type of vehicle</i>	<i>Other:</i>
Runway inspection <input type="checkbox"/>	
Bird control <input type="checkbox"/>	
Tugging/towing <input type="checkbox"/>	
Fire brigade <input type="checkbox"/>	
Maintenance <input type="checkbox"/>	
Military <input type="checkbox"/>	

**R. Report received by:**

\_\_\_\_\_ (Name of person) \_\_\_\_\_ (date)

**S. Date when detailed investigation will commence:**

\_\_\_\_\_



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**INSTRUCTION FOR COMPLETING THE RUNWAY INCURSION INITIAL REPORT FORM**

**Item**

- A. Indicate the date/time (in UTC) and conditions (day or night) of the runway incursion.
- B. Provide details about the person submitting the report.
- C. Provide the aerodrome designator as indicated in *Location Indicator* (Doc 7910).
- D. Supply information regarding the runway condition at the time of the runway incursion, which affected the braking action of the aircraft.
- E. Identify the aircraft vehicles or person involved in the runway incursion. More details should be provided in N, O, P and Q.
- F. Provide information on weather conditions such as wind, visibility, RVR, temperature, ceiling, cloud and additional information as required.
- G, H, I. Provide information regarding evasive action taken by the aircraft and/or vehicles.
- J. Provide information regarding the closest proximity or distance, horizontally and/or vertically, between both parties during the runway incursion or at the point at which both parties were aware of the situation and the aircraft was under control at taxi speed or less.
- K, L. Provide information regarding communication difficulties and ATC memory lapses.
- M. Describe the runway incursion, by providing the information requested. Attach additional pages as required.
- N, O, P, Q. Supply detailed information regarding the aircraft and vehicles involved in the runway incursion.
- R. Provide the name of the person receiving the report and date.
- S. Indicate the date when the detailed investigation of the runway incursion will commence.



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***Appendix 7 – Runway Incursion Initial Form***

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*Appendix 8 – Bird Strike Report Form*

**Send to:** Guyana Civil Aviation Authority  
 73 High Street Kingston Georgetown.  
 Email: director-general@gcaa-gy.org

Operator: \_\_\_\_\_  
 Aircraft Make/Model: \_\_\_\_\_  
 Engine Make/Model: \_\_\_\_\_  
 Aircraft Registration: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Local Time: \_\_\_\_\_  
 Dawn ☐ Day ☐ Dusk ☐ Night ☐

Aerodrome Name: \_\_\_\_\_  
 Runway Used: \_\_\_\_\_  
 Location in En Route: \_\_\_\_\_  
 Height AGL: \_\_\_\_\_  
 Speed (IAS): \_\_\_\_\_

**PHASE OF FLIGHT:**

Parked	<input type="checkbox"/>	En route	<input type="checkbox"/>
Taxi	<input type="checkbox"/>		<input type="checkbox"/>
Take-off run	<input type="checkbox"/>	Approach	<input type="checkbox"/>
Climb	<input type="checkbox"/>	Landing roll	<input type="checkbox"/>

**PART(S) OF AIRCRAFT**

	<b>Struck</b>	<b>Damaged</b>
Radome	<input type="checkbox"/>	<input type="checkbox"/>
Windshield	<input type="checkbox"/>	<input type="checkbox"/>
Nose (excluding above)	<input type="checkbox"/>	<input type="checkbox"/>
Engine no.1	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>
Propeller	<input type="checkbox"/>	<input type="checkbox"/>
Wing/rotor	<input type="checkbox"/>	<input type="checkbox"/>
Fuselage	<input type="checkbox"/>	<input type="checkbox"/>
Landing gear	<input type="checkbox"/>	<input type="checkbox"/>
Tail	<input type="checkbox"/>	<input type="checkbox"/>
Lights	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		

**Reported by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EFFECT ON FLIGHT**

None	<input type="checkbox"/>
Aborted Take-off	<input type="checkbox"/>
Precautionary landing	<input type="checkbox"/>
Engines Shut down	<input type="checkbox"/>
other (specify)	<input type="checkbox"/>

**SKY CONDITION**

No cloud	<input type="checkbox"/>
Some cloud	<input type="checkbox"/>
Overcast	<input type="checkbox"/>

**PRECIPITATION**

Fog	<input type="checkbox"/>	
Rain	<input type="checkbox"/>	Descent

**BIRD SPECIES:** \_\_\_\_\_  
 \_\_\_\_\_

**NUMBER OF BIRDS**

Seen		Struck
<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	2-10	<input type="checkbox"/>
<input type="checkbox"/>	11-100	<input type="checkbox"/>
<input type="checkbox"/>	More	<input type="checkbox"/>

**SIZE OF BIRDS**

Small	<input type="checkbox"/>
Medium	<input type="checkbox"/>
Large	<input type="checkbox"/>

**PILOT WARNED OF BIRDS**

☐ Yes ☐ No

**REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_



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*Appendix 5 – Bird Strike Report Form*

**SUPPLEMENTARY BIRD STRIKE REPORTING FORM**  
**OPERATOR COSTS AND ENGINE DAMAGE INFORMATION**

**A. BASIC DATA**

Operator .....

Aircraft Make/Model .....

Engine Make/Model.....

Aircraft Registration .....

Date of strike *day* ..... *month* ..... *year* .....

Aerodrome/Location if known .....

**B. COST INFORMATION**

Aircraft time out of service ..... *hours*

Estimated cost of repairs or replacement *U.S.\$ (in thousands)* .....

Estimated other costs

(e.g. loss of revenue, fuel, hotels) *U.S.\$ (in thousands)* .....

**C. SPECIAL INFORMATION ON ENGINE DAMAGE STRIKES**

Engine position number	1	2	3	4
Reason for failure/shutdown				
<i>uncontained failure</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>fire</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>shutdown — vibration</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>shutdown — temperature</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>shutdown — fire warning</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>shutdown — other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....				
<i>shutdown — unknown</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimated percentage of thrust loss\* \_\_\_\_\_

Estimated number of birds ingested \_\_\_\_\_

Bird species.....

\* These may be difficult to determine but even estimates are useful.

*Send all bird remains including feather fragments to:*

Reported by .....



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## Appendix 9 –Corrective Action Plan Summery

### CORRECTIVE ACTION PLAN

<b>NAME OF THE UNIT/OFFICE:</b>		
<b>LOCATION:</b>		
<b>SAFETY OVERSIGHT INSPECTION DATES:</b>	<b>From :</b>	<b>To:</b>
<b>ACTION PLAN PRESENTED ON [DATE]</b>		
<b>SERVICE PROVIDER'S COMMENTS AND OBSERVATIONS</b>		

[illegible]



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*Appendix 9 –Corrective Action Plan Summery*


**SIGNATURE:**

**DESIGNATION:**