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THE CIVIL AVIATION ACT

(No. 21 of 2013)

THE CIVIL AVIATION (CERTIFICATION, LICENSING AND  
REGISTRATION OF AERODROMES) REGULATIONS, 2018


ARRANGEMENT REGULATIONS

PART I—PRELIMINARY PROVISIONS

1. Citation.
2. Interpretation.
3. Application.
4. Use of common reference systems.
5. Categories of aerodromes and requirements for operation of aerodromes.

PART II—REQUIREMENTS FOR AERODROME CERTIFICATION

6. Application of this Part.
7. Application for certificate.
8. Conditions for issuance of certificate.
9. Breach of conditions of certificate and non-conformance with certificate requirements.
10. Aerodrome certificate.
11. Certification of aerodromes used for international operations.
12. Issuance of certificate.
13. Validity of certificate.
14. Renewal of certificate.
15. Amendment of certificate.
16. Suspension and cancellation of certificate.
17. Surrender of certificate.
18. Charges at certificated aerodromes.
19. Certificates register.
20. Notification of information and promulgation of certification status.

 THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 10 SEP 2019	Day: TUESDAY
TABLED BY:	MAJORITY LEADER
CLERK-AT THE-TABLE:	

## PART III—LICENSING OF AERODROMES

21. Application of this Part.
22. Application for license.
23. Conditions for issuance of license.
24. Issuance of license.
25. Breach of conditions of license and non-conformance with the licensing requirements.
26. Specifications of an aerodrome license.
27. Validity of license.
28. Renewal of license.
29. Amendment of license.
30. Suspension and cancellation of license.
31. Surrender of license.
32. Charges at licensed aerodromes.
33. Licenses register.
34. Notification and furnishing of information.

## PART IV—REGISTRATION AND OPERATION OF CATEGORY E AERODROMES

35. Application of this Part.
36. Issuance of an approval to construct category E aerodrome.
37. Application for registration of category E aerodrome.
38. Registration of category E aerodrome.
39. Issuance of a registration approval.
40. Validity of a registration approval.
41. Renewal of a registration approval.
42. Amendment of a registration approval.
43. Cancellation of a registration approval.
44. Notification of registered aerodromes.
45. Aerodrome certification continued oversight.
46. Enforcement.

## PART V—AERODROME MANUAL

47. Application of this Part
48. Requirements for aerodrome manual.
49. Information to be included in an aerodrome manual.
50. Amendment of an aerodrome manual.



PART VI—EXEMPTIONS

51. Application of this Part.
52. Application for exemption.
53. Initial review by the Authority.
54. Evaluation of application for exemption.

PART VII—OFFENCES, PENALTIES & TRANSITION

55. Contravention of Regulations.
56. Offences and Penalties.
57. Transition provisions.

SCHEDULES

First Schedule—Part A—Safety Management System at Aerodromes

Part B—Aircraft Accident and Incident Reporting and Investigation at Aerodromes

Second Schedule—Particulars to be Included in an Aerodrome Manual for Aerodromes in Category A

Third Schedule—Particulars to be included in an Aerodrome Manual for Aerodromes in Categories B And C

## THE CIVIL AVIATION ACT, 2013

(No. 21 of 2013)

IN EXERCISE of powers conferred by section 82 of the Civil Aviation Act, 2013, the Cabinet Secretary for Transport, Infrastructure, Housing, and Urban Development makes the following Regulations—

## THE CIVIL AVIATION (AERODROMES CERTIFICATION, LICENSING, AND REGISTRATION ) REGULATIONS, 2018

## PART I—PRELIMINARY PROVISIONS

1. These Regulations may be cited as the Civil Aviation (Aerodromes Certification, Licensing, and Registration) Regulations, 2018. Citation.

2. In these Regulations unless the context otherwise requires— Interpretation.

“accident” means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which—

- (a) a person is fatally or seriously injured as a result of—
  - (i) being in the aircraft;
  - (ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- (b) the aircraft sustains damage or structural failure which—
  - (i) adversely affects the structural strength, performance or flight characteristics of the aircraft, and
  - (ii) would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the aerodrome); or
- (c) the aircraft is missing or is completely inaccessible;

For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified as a fatal injury. An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located);

“accuracy” mean a degree of conformance between the estimated or measured value and the true value;

“advisory circulars” are informational documents produced by the Authority to inform and guide institutions and individuals within the aviation industry, as well as the general public containing information about standards, practices and procedures that the Authority has found to be acceptable for compliance with the associated regulations and contain supplementary information to the Regulations;

“aerodrome” means 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 beacon” means an aeronautical beacon used to indicate the location of an aerodrome from the air;

“aerodrome certificate” means a certificate issued by the Authority under Part IV of these Regulations;

“aerodrome elevation” means the elevation of the highest point of the landing area;

“aerodrome facilities and equipment” means facilities and equipment, inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft;

“aerodrome identification sign” means a sign placed on an aerodrome to aid in identifying the aerodrome from the air;

“aerodrome manual” means the manual that forms part of the application for a licence or a certificate under these Regulations, including any amendments to the manual, approved by the Authority;

“aerodrome mapping database (AMDB)” means a collection of aerodrome mapping data organized and arranged as a structured data set;

“aerodrome operator” means an operator of an Aerodrome either Registered, Licensed or Certificated under these Regulations in Kenya ;

“aerodrome reference code” means a code used for planning purposes to classify an aerodrome with respect to the critical aircraft characteristics for which the aerodrome is intended;

“aerodrome reference point” means the designated geographical location of an aerodrome;

“Aerodrome Standards” means standards prescribed by the Authority applicable to aerodromes;



“aerodrome traffic density” means —

- (a) Light. Where the number of movements in the mean busy hour is not greater than 15 per runway or typically less than 20 total aerodrome movements;
- (b) Medium. Where the number of movements in the mean busy hour is of the order of 16 to 25 per runway or typically between 20 to 35 total aerodrome movements;
- (c) Heavy. Where the number of movements in the mean busy hour is of the order of 26 or more per runway or typically more than 35 total aerodrome movements;

“aerodrome traffic zone” means the airspace extending from aerodrome level to a height of two thousand feet over the area comprising the aerodrome and the surrounding land or water within a distance of two thousand yards of its boundaries;

“aeronautical beacon” means an aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth;

“aeronautical ground light” means any light specially provided as an aid to air navigation, other than a light displayed on an aircraft;

“aeronautical information circular” means a notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the Aeronautical Information Publication, but which relates to flight safety, air navigation, technical, administrative or legislative matters;

“Aeronautical Information Circular (AIC)” means explanatory or advisory information concerning technical, legislative or administrative matters, as well as information on the long-term forecast of major changes in legislation, regulations, procedures or facilities liable to affect flight safety;

“aeronautical information publication” means an aeronautical information publication of a lasting character essential to air navigation, issued by the Authority;

“aeroplane reference field length” means the minimum field length required for take-off at maximum certificated take-off mass, sea-level, standard atmospheric conditions, still air and zero runway slope, as shown in the appropriate aeroplane flight manual prescribed by the certifying authority or equivalent data from the aeroplane manufacturer. Field length means balanced field length for aeroplane, if applicable, or take-off distance in other cases;

“air traffic service” means a flight information service, alerting service, air traffic advisory service, or air traffic control service;

“air traffic service unit” is a generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office;

“Aircraft Classification Number (ACN)” means a number expressing the relative effect of an aircraft on a pavement for a specified standard sub grade category;



“aircraft stand” means a designated area on an apron intended to be used for parking an aircraft;

“air traffic service unit” is a generic term meaning to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance;

“apron management service” means a service provided to regulate the activities and the movement of aircraft and vehicles on an apron;

“arresting system” means a system designed to decelerate an aeroplane overrunning the runway;

“Authority” means the Kenya Civil Aviation Authority;

“authorized person” means any person authorized by the Authority either generally or in relation to a particular case or class of cases and reference to an authorized person includes references to the holder for the time being of an office designated by the Authority;

“Autonomous Runway Inursion Warning System (ARIWS)” means a system which provides autonomous detection of a potential incursion or of the occupancy of an active runway and a direct warning to a flight crew or a vehicle operator;

“balked landing” means a landing maneuver that is unexpectedly discontinued at any point below the obstacle clearance altitude/height (OCA/H);

“barrette” means three or more aeronautical ground lights closely spaced in a transverse line so that from a distance they appear as a short bar of light;

“Cabinet Secretary” means the Cabinet Secretary for the time being responsible for matters relating to civil aviation;

“calendar” means discrete temporal reference system that provides the basis for defining temporal position to a resolution of one day;

“capacitor discharge lights” means a lamp in which high-intensity flashes of extremely short duration are produced by the discharge of electricity at high voltage through a gas enclosed in a tube;

“certificate” means the certificate to operate an aerodrome issued by the Authority under Part IV of these Regulations;

“certified aerodrome” means an aerodrome whose operator has been granted an Aerodrome Certificate;

“clearway” means a defined rectangular area under the control of the appropriate authority selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height;

“controlled aerodrome” means an aerodrome where air traffic services are provided;

“critical aircraft” means the most demanding aircraft with regard to the aircraft performance and dimensions for a range of aircraft, for which the aerodrome facilities is intended;

“cross wind component” means the surface wind component at right angles to the runway centre line;

“cyclic redundancy check (CRC) means a mathematical algorithm applied to the digital expression of data that provides a level of assurance against loss or alteration of data;

“dangerous goods” means articles or substances which are capable of posing a risk to health, safety, property or the environment;

“data quality” means a degree or level of confidence that the data provided meet the requirements of the data user in terms of accuracy, resolution and integrity;

“datum” means any quantity or set of quantities that may serve as a reference or basis for the calculation of other quantities—

- (a) “accelerate-stop distance available (ASDA)” which is the length of the take-off run available plus the length of the stop way, if provided;
- (b) “landing distance available (LDA)” which is the length of the runway which is declared available and suitable for the ground run of an aircraft landing;
- (c) “take-off distance available (TODA)” which is the length of the take-off run available plus the length of the clearway, if provided;

“take-off run available (TORA)” which is the length of runway declared available and suitable for the ground run of an aircraft taking off;

“dependent parallel approaches” means simultaneous approaches to parallel or near-parallel instrument runways where radar separation minima between aircraft on adjacent extended runway centre lines are prescribed;

“displaced threshold” means a threshold not located at the extremity of a runway;

“effective intensity” means the effective intensity of a flashing light is equal to the intensity of a fixed light of the same colour which will produce the same visual range under identical conditions of observation;

“ellipsoid height (Geodetic height)” means the height related to the reference ellipsoid, measured along the ellipsoidal outer normal through the point in question;

“fixed light” means a light having constant luminous intensity when observed from fixed point;

“Foreign Object Debris (FOD)” means an inanimate object within the movement area which has no operational or aeronautical

function and which has the potential to be a hazard to aircraft operations;

“frangible object” means an object of low mass designed to break, distort or yield on impact so as to present the minimum hazard to aircraft;

“geodetic datum” means a minimum set of parameters required to define location and orientation of the local reference system with respect to the global reference system or frame;

“geoid” means the equipotential surface in the gravity field of the earth which coincides with the undisturbed Mean Sea Level extended continuously through the continents;

“geoid undulation” means the distance of the geoid above (positive) or below (negative) the mathematical reference ellipsoid;

“Gregorian calendar” means calendar in general use; first introduced in 1582 to define a year that more closely approximates the tropical year than the Julian calendar (ISO 19108\*\*\*). (In the Gregorian calendar, common years have 365 days and leap years 366 days divided into twelve sequential months);

“hazard beacon” means an aeronautical beacon used to designate a danger to air navigation;

“heliport” means an aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters;

“holding bay” means a defined area where aircraft can be held, or bypassed, to facilitate efficient surface movement of aircraft;

“hot spot” means a location on an aerodrome movement area with a history or potential risk of collision or runway incursion, and where heightened attention by pilots or drivers is necessary;

“human factor principles” means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

“human performance” means human capabilities and limitations, which have an impact on the safety and efficiency of aeronautical operations;

“identification beacon” means an aeronautical beacon emitting a coded signal by means of which a particular point of reference can be identified;

“incident” means an occurrence other than an accident associated with the operation of an aircraft, which affect or may affect the safety of operation of aircraft;

“independent parallel approaches” means simultaneous approaches to parallel or near-parallel instrument runways where radar separation minima between aircraft on adjacent extended runway centre lines are not prescribed;



“independent parallel departures” means simultaneous departures from parallel or near-parallel instrument runways;

“non-precision approach runway” means a runway served by visual aids and non-visual aids intended for landing operations following an instrument approach operation type A and a visibility not less than one thousand metres and—

- (a) “precision approach runway, category I”, means a runway served by visual aids and non-visual aids intended for landing operations following an instrument approach operation type B with a decision height (DH) not lower than sixty metres (two hundred feet) and either a visibility not less than eight hundred metres or a runway visual range not less than five hundred and fifty metres;
- (b) “precision approach runway, category II”, means a runway served by visual aids and non-visual aids intended for landing operations following an instrument approach operation type B with a decision height (DH) lower than sixty metres (two hundred feet) but not lower than thirty metres (one hundred feet) and a runway visual range not less than three hundred metres;
- (c) “precision approach runway category III” means a runway served by visual aids and non-visual aids intended for landing operations following an instrument approach operation type B to and along the surface of the runway and—
  - (i) intended for operations with a decision height (DH) lower than thirty metres (one hundred feet), or no decision height and a runway visual range not less than one hundred and seventy-five metres;
  - (ii) intended for operations with a decision height (DH) lower than fifteen metres (fifty feet), or no decision height and a runway visual range less than one hundred and seventy-five metres but not less than fifty metres;
  - (iii) intended for operations with no decision height (DH) and no runway visual range limitations;

Visual aids need not necessarily be matched to the scale of non-visual aids provided. The criterion for the selection of visual aids is the conditions in which operations are intended to be conducted. Refer to the Civil Aviation (Operation of aircraft) regulations for instrument approach operation types);

“integrity (aeronautical data)” means a degree of assurance that an aeronautical data and its value has not been lost nor altered since the data origination or authorized amendment;

“integrity classification (aeronautical data)” means classification based upon the potential risk resulting from the use of corrupted data and aeronautical data is classified as—



- (a) routine data: there is a very low probability when using corrupted routine data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe;
- (b) essential data: there is a low probability when using corrupted essential data;
- (c) that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe; and
- (d) critical data: there is a high probability when using corrupted critical data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe;

“intermediate holding position” means a designated position intended for traffic control at which taxiing aircraft and vehicles stop and hold until they are cleared to proceed, when so instructed by the aerodrome control tower;

“landing area” means that part of a movement area intended for the landing or take-off of aircraft;

“landing direction indicator” means a device to indicate visually the direction currently designated for landing and take-off;

“laser-beam critical flight zone (LCFZ)” means an airspace in the proximity of an aerodrome but beyond the LFFZ where the irradiance is restricted to a level unlikely to cause glare effects;

“laser-beam free flight zone (LFFZ)” means an airspace in the immediate proximity of the aerodrome where the irradiance is restricted to a level unlikely to cause any visual disruption;

“laser-beam sensitive flight zone (LSFZ)” means an airspace outside, and not necessarily contiguous with, the LFFZ and LCFZ where the irradiance is restricted to a level unlikely to cause flash-blindness or after-image effects;

“lighting system reliability” means the probability that the complete installation operates within the specified tolerances and that the system is operationally usable;

“maneuvering area” means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;

“marker” means an object displayed above ground level in order to indicate an obstacle or delineate a boundary;

“marking” means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information;

“movement area” means that part of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the maneuvering area and apron;

“near-parallel runways” means non-intersecting runways whose extended centre lines have an angle of convergence or divergence of 15 degrees or less;

“notify” means shown in Aeronautical Information Publications, Aeronautical Information Circulars, NOTAM, civil aviation publications or any other official publication issued for the purpose of enabling any of the provisions of these Regulations to be complied with;

“non-instrument runway” means a runway intended for the operation of aircraft using visual approach procedures;

“Normal Flight Zone (NFZ)” means airspace not defined as LFFZ, LCFZ or LSFZ but which must be protected from laser radiation capable of causing biological damage to the eye;

“obstacle” means any fixed (whether temporary or permanent) and mobile object, or part thereof, that—

- (a) is located on an area intended for the surface movement of aircraft; or
- (b) extends above a defined surface intended to protect aircraft in flight; or
- (c) stands outside those defined surfaces and that has been assessed as being hazard to air investigation;

“Obstacle Free Zone (OFZ)” means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes;

“obstacle limitation surfaces” means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome;

“orthometric height” means height of a point related to the geoid, generally presented as an MSL elevation;

“operator” means a person operating an aerodrome licensed or certificated under these Regulations;

“Pavement Classification Number (PCN)” means a number expressing the bearing strength of a pavement for unrestricted operations;

“prescribed” means prescribed by the Authority in Circulars, Orders, Notices, Aeronautical Publications and any other related technical guidance material;

“primary runways” means runways used in preference to others whenever conditions permit;

“protected flight zones” means an airspace specifically designated to mitigate the hazardous effects of laser radiation;

“recommended practice” means any specification for the physical characteristics configuration, material, performance or procedure, the

uniform application of which is recognised as desirable in the interest of safety, regularity or efficiency of international air navigation;

“registration approval” means an approval to operate an aerodrome granted by the Authority under Part IV of these Regulations;

“relevant authority” means any authority other than the Civil Aviation Authority whose action may be necessary or complimentary for the implementation of these Regulations;

“road” means an established surface route on the movement area meant for the exclusive use of vehicles;

“road holding position” means a designated position at which vehicles may be required to hold;

“runway” means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;

“Runway Condition Assessment Matrix (RCAM)” means a matrix allowing the assessment of the runway condition code, using associated procedures, from a set of observed runway surface condition(s) and pilot report of braking action;

“Runway Condition Code (RWYCC)” means a number describing the runway surface condition to be used in the runway condition report;

“Runway Condition Report (RCR)” means a comprehensive standardized report relating to runway surface conditions and its effects on the aeroplane landing and take-off performance;

“Runway End Safety Area (RESA)” means an area symmetrical about the extended runway centreline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aircraft undershooting or overrunning the runway;

“runway guard lights” means a light system intended to caution pilots or vehicle drivers that they are about to enter an active runway;

“runway-holding position” means a designated position intended to protect a runway, an obstacle limitation surface, or an Instrument Landing System or Microwave Landing System critical or sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower;

“runway strip” means a defined area including the runway and stop way, if provided, intended—

- (a) to reduce the risk of damage to aircraft running off a runway; and
- (b) to protect aircraft flying over it during take-off or landing operations;

“runway surface conditions” means a description of the conditions of the runway surface used in the runway condition report which establishes the basis for the determination of the runway condition code for aeroplane performance purposes;



“runway turn pad” means a defined area on a land aerodrome adjacent to a runway or the purpose of completing a 180-degree turn on a runway;

“runway visual range (RVR)” means the range over which a pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;

“safety” means a state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below unacceptable level through a continuing process or hazard identification and risk management;

“safety management system (SMS)” means a systematic approach to managing safety including the necessary organizational structure, accountabilities, policies and procedures;

“segregated parallel operations” means simultaneous operations on parallel or near-parallel instrument runways in which one runway is used exclusively for approaches and the other runway is used exclusively for departures;

“shoulder” means an area adjacent to the edge of a pavement, prepared to provide a transition between the pavement and the adjacent surface;

“sign” means—

- (a) “fixed message sign” meaning a sign presenting only one message;
- (b) “variable message sign”, meaning a sign capable of presenting several predetermined messages or no message, as applicable;

“signal area” means an area on an aerodrome used for the display of ground signals;

“standard” means any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognised as necessary for the safety of air navigation;

“state safety programme” means an integrated set of Regulations and activities aimed at improving safety;

“station declination” means an alignment variation between the zero degree radial of a VOR and true north, determined at the time the VOR station is calibrated;

“stop way” means a defined rectangular area on the ground at the end of the take-off run available, prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off;

“switch-over time (light)” means the time required for the actual intensity of a light measured in a given direction to fall from fifty per cent and recover to fifty per cent during a power supply change-over,



when the light is being operated at intensities of twenty-five percent or above;

“take-off runway” means a runway intended for take-off only;

“taxiway” means a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including—

- (a) “aircraft stand taxi lane”, meaning a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only;
- (b) “apron taxiway”, meaning a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron; or
- (c) “rapid exit taxiway”, meaning a taxiway connected to a runway at an acute angle and designed to allow landing aircrafts to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times;

“taxiway intersection” means a junction of two or more taxiways;

“taxiway strip” means an area including a taxiway intended to protect aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway;

“threshold” means the beginning of that portion of the runway usable for landing;

“Tribunal” means National Civil Aviation Administrative Review Tribunal established under section 66 of the Act;

“touchdown zone” means the portion of a runway beyond the threshold intended for landing aircraft on first contact with the runway;

“unserviceable area” means a part of the movement area that is unfit and unavailable for use by aircraft;

“usability factor” means the percentage of time during which the use of a runway or system of runways is not restricted because of the cross-wind component;

“vicinity” means a defined airspace around an aerodrome for control of obstacles that may infringe the obstacle limitation surfaces around the aerodrome contained within a radius of thirteen kilometres from the aerodrome reference point up to a height of one thousand five hundred feet above ground level;

“visual traffic pattern” means the aerodrome traffic zone of the aerodrome;

“wildlife” means all animals on air side including feral birds and domestic animals out of the control of their owners; and

“Wildlife hazard” means a potential for a damaging aircraft collision with wildlife on or near an aerodrome.

3. These Regulations shall apply to all aerodromes in Kenya except where otherwise specified. Application.

4. (1) The World Geodetic System 1984 (WGS-84) shall be used as the horizontal reference system to express aeronautical geographical coordinates for aerodromes. Use of common reference systems.

(2) The Mean Sea Level datum shall be used as the vertical reference system (elevation) at aerodromes.

(3) Except where notified in the Aeronautical Information Publication or the Aeronautical Information Circular, the Gregorian calendar and Coordinated Universal Time shall be used as the temporal reference system.

(4) Unless otherwise prescribed by the Authority, the International System of Units developed and maintained by the General Conference of Weights and Measures (CGPM) shall be used as the standard system of units of measurement.

5. (1) A person shall not operate an aerodrome in Kenya unless the aerodrome is licensed, certified or registered in accordance with these Regulations. Categories of aerodromes and requirements for operation of aerodromes.

(2) Without prejudice to subregulation (1), aerodromes shall be categorized as follows—

- (a) Category A comprising aerodromes available for use by both international and domestic air traffic;
- (b) Category B comprising aerodromes available for use only by domestic air traffic;
- (c) Category C comprising aerodromes available for use only by domestic air traffic of maximum certificated take-off mass not exceeding thirty thousand kilogrammes;
- (d) Category D comprising aerodromes available for use only by domestic helicopters operations; and
- (e) Category E comprising aerodromes available for use only by domestic air traffic of maximum certificated take-off mass not exceeding five thousand seven hundred kilogrammes or such aerodrome as may be determined by the Authority to be registered as a category E aerodrome using the methodology described of the Civil Aviation (Aerodrome Design and Operation) Regulations, 2018.

## PART II—REQUIREMENTS FOR AERODROME CERTIFICATION

6. This Part applies to aerodromes in Category A. Application of this Part.

7. (1) An application for an aerodrome certificate shall be submitted to the Authority in the prescribed format and shall be accompanied by— Application for certificate.

- (a) two copies of the aerodrome manual, which shall include—
  - (i) an aerodrome operations manual;

- (ii) SMS Manual;
- (iii) bird and wildlife hazard management manual;
- (iv) aerodrome emergency plan;
- (b) a plan of the aerodrome;
- (c) an environmental impact assessment report for initial applicants or an environmental audit report;
- (d) approval from any relevant authority;
- (e) proof of financial capability;
- (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operations or equipment standards;
- (g) charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular; and
- (h) detailed biographical data of the key aerodrome management personnel.

(2) The details of the requirements in subregulation (1) are set out in Part A of the First Schedule and in the Second Schedule to these Regulations.

8. (1) A certificate may be issued subject to any conditions that may be imposed by the Authority.

Conditions for issuance of certificate.

(2) The Authority shall endorse on a certificate the conditions for use of an aerodrome and any other details as may be necessary.

9. (1) The breach of any condition subject to which a certificate has been issued including any approval, permission or exemption shall render the certificate invalid.

Breach of conditions of certificate and non-conformance with the certification requirements.

(2) The Authority shall impose operating restrictions or sanctions at a certified aerodrome in the event of non-conformance with the certification requirements or any unresolved safety concerns.

10. (1) A certificate shall specify —

Aerodrome certificate.

- (a) the category of the aerodrome, aerodrome reference code and aerodrome category;
- (b) the restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome design, operation or equipment standards;
- (c) the period of validity of the certificate.

(2) A certificate issued under these Regulations shall not be transferable.

(3) A holder of an aerodrome certificate which is suspended or cancelled shall within thirty days of the suspension or cancellation, surrender the certificate to the Authority.



11. A person shall not operate an aerodrome used for international operations unless that person holds a certificate issued by the Authority in accordance with this part.

Certification of aerodromes used for international operations.

12. (1) The Authority shall issue a certificate in the prescribed form and manner where the Authority is satisfied that—

Issuance of certificate.

- (a) the applicant and the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;
- (b) the aerodrome manual prepared for the aerodrome and submitted with the application contains all the relevant information;
- (c) the aerodrome facilities, services and equipment are established in accordance with approved standards;
- (d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
- (e) an approved safety management system is in place;
- (f) the applicant has an approved aviation security program in accordance with the applicable security Regulations.

(2) The issuance of a certificate shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.

(3) The Authority may refuse to grant a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.

(4) The Authority shall following the issuance of a certificate carry out surveillance and inspections to ensure continuing validity of the certificate and continuing capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and associated facilities and services.

(5) An aerodrome certificate issued under these Regulations is not transferable.

13. A certificate shall be valid for a period of two years or for such less duration as may be prescribed.

Validity of certificate.

14. (1) An application for the renewal of a certificate shall be made to the Authority in the prescribed form and shall be accompanied by—

Renewal of certificate.

- (a) the aerodrome manual if significant changes have been made following the initial certification;
- (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
- (c) the appropriate charges as prescribed by the Authority in the Aeronautical Information Circular.



(2) An application for renewal shall be submitted ninety days before the expiry of the certificate.

(3) The renewal of a certificate shall be subject to compliance with these Regulations, standards prescribed by the Authority and any other conditions as may be specified or notified by the Authority as determined by safety inspections and audit procedures by the Authority, before the renewal of the certificate.

15. (1) An application for amendment of a certificate shall be submitted in the form prescribed by the Authority.

Amendment of certificate.

(2) The Authority may request that the application be accompanied by any or all of the following—

- (a) two copies of the aerodrome manual;
- (b) a site plan for the aerodrome;
- (c) an environmental impact assessment report;
- (d) approval from any relevant authority;
- (e) proof of financial capability;
- (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
- (g) charges as prescribed in the Aeronautical Information Publication or Aeronautical Information Circular by the Authority.

(3) The Authority may, provided the requirements of this regulation are met, where necessary, amend an aerodrome certificate—

- (a) for a change in the use or operation of the aerodrome;
- (b) for a change in the boundaries of the aerodrome;
- (c) if the holder of the aerodrome certificate requests an amendment; or
- (d) if the Authority deems it necessary.

16. (1) The Authority may suspend a certificate where—

Suspension and cancellation of certificate.

- (a) following a safety inspection or audit, it is evident that the holder of the certificate has not complied with the requirements prescribed in these Regulations and failed to remedy the non-compliance within a period of thirty days after the inspection;
- (b) the holder of the certificate prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
- (c) the holder of the certificate is under receivership, liquidation or bankruptcy proceedings; or
- (d) it is deemed necessary in the interest of aviation safety.

(2) The Authority may, on giving reasons to the holder of a certificate, suspend the certificate for a period not exceeding sixty days.

(3) A holder of a certificate who is notified of a suspension in subregulation (2) may submit a response in writing within a period not exceeding fourteen days.

(4) Notwithstanding subregulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.

(5) A holder of a certificate who is aggrieved by the suspension of a certificate may appeal against the suspension to the Tribunal within thirty days of the suspension.

(6) Where an appeal is made under subregulation (5), the holder of a certificate shall state in writing the reasons why in his or her opinion the suspension should be varied or set aside.

(7) The Tribunal may vary or set aside the suspension made under subregulation (2) on the basis of the reasons given in the appeal under subregulation (5).

(8) Where a holder of a certificate does not appeal against the suspension in accordance with subregulation (5), the Authority may cancel the certificate, on giving reasons to the holder of a certificate.

17. (1) Subject to subregulation (2), a holder of a certificate may surrender the certificate to the Authority at any time.

Surrender of certificate.

(2) A holder of a certificate who wishes to surrender the certificate shall give the Authority not less than ninety days' notice in writing.

(3) The Authority shall cancel the certificate upon the expiry of the period of notice in subregulation (2).

(4) Where, after the expiry of the period in subregulation (2), an aerodrome is abandoned or is not maintained in accordance with the conditions of the certificate, the holder of the certificate shall remove, obliterate or modify markings in the aerodrome as may be prescribed.

18. (1) A holder of a certificate shall prescribe charges for the use of the aerodrome or of any facilities provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.

Charges at certificated aerodromes.

(2) Where required by the Authority, a holder of a certificate shall, furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome.

(3) Notwithstanding subregulation (1), the Authority may where necessary, prescribe the maximum charges which may be levied for the use of an aerodrome or the performance of services at the aerodrome, for a specified period.

(4) A holder of a certificate of the aerodrome for which the Authority prescribes charges under subregulation (3) shall not cause or permit any charges to be made in contravention of that subregulation.

(5) A holder of a certificate of an aerodrome for which the Authority prescribes charges shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome.

19. (1) The Authority shall maintain a register of all certificates issued in accordance with these Regulations. Certificates register.

(2) The register shall contain—

- (a) the full name of the holder of an aerodrome certificates;
- (b) the nationality of the holder of a certificate;
- (c) the postal, telephone, facsimile and e-mail addresses of a holder of a certificate;
- (d) the name and location of the aerodrome for which a certificate is issued;
- (e) the number of the certificate;
- (f) the date on which the certificate was issued; and
- (g) any other relevant information.

20. An aerodrome operator shall—

- (a) in the case of a certificate to operate an aerodrome for public use, cause to be notified, the times during which the aerodrome is to be available for take-off and landing of aircraft for public transport or instruction in flying;
- (b) upon request, furnish to an authorized person, information concerning the terms of the certificate; and
- (c) the certification status of the aerodrome shall be promulgated in the Aeronautical Information Publication (AIP). Notification of information and promulgation of certification status.

#### PART III—LICENSING OF AERODROMES

21. This Part applies to aerodromes in Categories B and C except where otherwise specified. Application of this Part.



22. (1) An application for a license shall be made in the prescribed license form accompanied by—
- Application for a license.
- (a) an aerodrome manual;
  - (b) a site plan for the aerodrome;
  - (c) an environmental impact assessment report;
  - (d) approval from any relevant authority;
  - (e) proof of financial capability in the case of aerodromes in Category B;
  - (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
  - (g) charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.
- (2) The details of the requirements in subregulation (1) are set out in the Third Schedule to these Regulations.
23. (1) A license may be issued subject to any conditions that may be prescribed by the Authority.
- Conditions for issuance of license.
- (2) The Authority shall endorse on a license the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority.
- (3) Subject to subregulation (4), where an applicant requests or the Authority considers that an aerodrome shall be available for public use, a license may be granted subject to a condition that the aerodrome shall at all times be available to all persons on equal terms and conditions.
- (4) An aerodrome operator may refuse an aircraft from using the aerodrome except in an emergency situation.
24. (1) The Authority shall issue a license in the prescribed form and manner where—
- Issuance of license.
- (a) an applicant is found to be competent to operate an aerodrome on consideration of the previous conduct and experience of the applicant, the equipment, organization, staffing, maintenance and other arrangements of the applicant;
  - (b) the physical characteristics of the aerodrome and its surroundings are safe for use by aircraft; and
  - (c) an applicant for a license complies with the applicable security regulations prescribed by the Authority.
- (2) The issuance of a license shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.

(3) The Authority may refuse to grant a license to an applicant, and where the Authority so refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.

(4) A person shall not operate an aerodrome without a license issued by the Authority.

(5) The Authority shall, following the issuance of a license, carry out surveillance inspections to ensure continuing validity of the license and capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and its associated facilities and services.

25. (1) The breach of any condition subject to which a license is issued shall render the license invalid.

Breach of conformance with the licensing requirements.

(2) The Authority shall impose operating restrictions or sanctions at a licensed aerodrome in the event of non-conformance with the licensing requirements or any unresolved safety concerns.

26. (1) A license shall specify—

Specifications of an aerodrome license.

(a) the category of the aerodrome and the aerodrome reference code;

(b) the restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome design, operation or equipment standards;

(c) the period of validity of the license.

(2) A license issued under these Regulations shall not be transferable.

(3) A holder of an aerodrome license which is suspended or cancelled shall within thirty days of the suspension or cancellation, surrender the license to the Authority.

(4) Notwithstanding subregulation (2), where an aerodrome license issues pending for a period of less than thirty days, a holder of the license shall immediately surrender the license.

27. (1) A license issued under these Regulations shall be valid for a period of two years unless the license is suspended, cancelled or revoked in accordance with these Regulations.

Validity of license.

(2) A holder of an aerodrome license which is suspended or cancelled shall within thirty days of the suspension or cancellation, surrender the license to the Authority.

(3) Notwithstanding subregulation (2), where an aerodrome license is suspended for a period of less than thirty days, a holder of the license shall surrender the license immediately.

28. (1) An application for the renewal of a license shall be made to the Authority in the prescribed form and shall be accompanied by—

Renewal of license.

(a) the aerodrome manual if significant changes have been made following the initial licensing;

(b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and

- (c) the appropriate charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.

(2) An application for renewal shall be submitted sixty days before the expiry of the license.

(3) The renewal of a license shall be subject to compliance with these Regulations, standards prescribed by the Authority and any other conditions as may be specified or notified by the Authority as determined by safety inspections and audit procedures by the Authority before the renewal of the license.

29. (1) An application for amendment of a license shall be submitted in a form prescribed by the Authority.

Amendment of license.

(2) The Authority may request that the application be accompanied by any or all of the following —

- (a) an aerodrome manual;
- (b) a site plan for the aerodrome;
- (c) an environmental impact assessment report;
- (d) approval from any relevant authority;
- (e) proof of financial capability in the case of aerodromes in Category B;
- (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
- (g) charges as prescribed in the Aeronautical Information Publication or Aeronautical Information Circular by the Authority.

(3) The Authority may, provided the requirements of this regulation are met, where necessary, amend a licence—

- (a) for a change in the use or operation of the aerodrome;
- (b) for a change in the boundaries of the aerodrome;
- (c) if the holder of the license requests an amendment; or
- (d) if the Authority deems it necessary.

30. (1) The Authority may suspend an aerodrome license where—

Suspension and cancellation of license.

- (a) following a safety inspection or audit, it is evident that the holder of the license has not complied with the requirements prescribed in these Regulations and failed to remedy the non-compliance within a period of thirty days after the inspection;
- (b) the holder of the license prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations;



(c) the holder of the license is under receivership;

(d) liquidation or bankruptcy proceedings.

(2) The Authority may, on giving reasons to the holder of a licence, suspend the licence for a period not exceeding sixty days.

(3) A holder of a licence who is notified of a suspension in sub regulation (2) may submit a response in writing within a period not exceeding fourteen days.

(4) Notwithstanding sub regulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.

(5) A holder of a license who is aggrieved by the suspension of a license may appeal against the suspension to the Tribunal within thirty days of the suspension.

(6) Where an appeal is made under subregulation (5), the holder of a license shall state in writing the reasons why in his or her opinion, the suspension shall be varied or set aside.

(7) The Tribunal may vary or set aside the suspension made under subregulation (2) on the basis of the reasons given in the appeal under subregulation (5).

(8) Where a holder of a license does not appeal against the suspension in accordance with subregulation (5), the Authority may cancel the license, on giving reasons to the holder of a license.

31. (1) Subject to subregulation (2), a holder of a license may surrender the license to the Authority at any time.

Surrender of  
license.

(2) A holder of a license who wishes to surrender the license shall give the Authority not less than thirty days' notice in writing, before the date on which the license is to be surrendered.

(3) The Authority shall cancel the license upon the expiry of the period of notice in subregulation (2).

(4) Where, after the expiry of the period in subregulation (2), an aerodrome is abandoned or is not maintained in accordance with the conditions of the license, the holder of the license shall remove, obliterate or modify the prescribed markings.

32. (1) A holder of a license shall prescribe charges for the use of the aerodrome or of any facilities provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.

Charges at  
licensed  
aerodromes.

(2) Where required by the Authority, a holder of a license shall furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome.

(3) Notwithstanding subregulation (1), the Authority may where necessary, prescribe the maximum charges which may be levied for the use of an aerodrome or the performance of services at the aerodrome for a specified period.

(4) A holder of a license of the aerodrome for which the Authority prescribes charges under subregulation (3) shall not cause or permit any charges to be made in contravention of subregulation (3).

(5) A holder of a license of an aerodrome for which the Authority prescribes charges shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome

33. (1) The Authority shall maintain a register of all licenses issued in accordance with these Regulations. Licenses register.

(2) The register shall contain—

- (a) the full name of the holder of an aerodrome license;
- (b) the nationality of the holder of a license;
- (c) the postal, telephone, facsimile and e-mail addresses of a holder of a license;
- (d) the name and location of the aerodrome for which a license is issued;
- (e) the number of the license;
- (f) the date on which the license was issued; and
- (g) any other relevant information.

34. An aerodrome operator shall —

- (a) in the case of a licence to operate an aerodrome for public use, cause to be notified the times during which the aerodrome is to be available for takeoff and landing of aircraft for public transport or instruction in flying; and
- (b) upon request, furnish to an authorised person information concerning the terms of the licence.

Notification and furnishing of information.

#### PART IV— REGISTRATION AND OPERATION OF CATEGORY E AERODROMES

35. This Part applies to aerodromes in Category E.

Application of this Part.

36. The Authority shall issue an approval in writing to construct a Category E aerodrome where the application meets the requirements specified in these Regulations and any other requirements as may be specified by any other relevant authority.

Issuance of an approval to construct category E aerodrome.

37. An application for registration of a Category E aerodrome shall be submitted in writing and accompanied by—

Application for registration of a category E aerodrome.

- (a) the self-reporting form set out in the Civil Aviation (Aerodrome Design and Operations) Regulations, 2018;
- (b) the fees or charges as may be prescribed by the Authority; and
- (c) in the case of existing aerodromes, the written permission from the owner of the land or evidence of ownership of the

proprietary interest in the land on which the aerodrome is located.

38. The Authority shall, prior to registration of a Category E aerodrome, assess the facilities of the aerodrome to verify the information provided in the self-reporting form set out in the Civil Aviation (Aerodrome Design and Operation) Regulations, 2018 and compliance with applicable aerodrome standards.

Registration of a category E aerodrome.

39. (1) The Authority shall issue a registration approval in the form prescribed by the Authority where the applicant has—

Issuance of a registration approval.

- (a) satisfied the requirements of these Regulations, and the self-reporting form set out in the Civil Aviation (Aerodrome Design and Operation) Regulations, 2018;
- (b) complied with any applicable security Regulations; and
- (c) complied with any other requirements specified by the Authority.

(2) The issuance of a registration approval may be subject to any other condition as may be specified or notified by the Authority based on the results of the pre-registration safety audit or inspection.

(3) The Authority may decline to grant a registration approval to an applicant and where the Authority declines, it shall notify the applicant in writing giving the reasons not later than fourteen days after making that decision.

(4) The Authority shall, following the issuance of a registration approval, carry out surveillance inspections to ensure continuing validity of the registration and continuing capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and associated facilities and services.

(5) Notwithstanding the requirements of subregulation (4), the Authority may use aerodrome condition reports from pilots operating in Category E aerodromes for surveillance purposes.

(6) An aerodrome registration approval issued under these Regulations is not transferable.

40. A registration approval shall be valid for a period of three years unless otherwise suspended or revoked by the Authority.

Validity of a registration approval.

41. An application for renewal of an aerodrome registration approval shall be made to the Authority in the prescribed form and shall be accompanied by—

Renewal of a registration approval.

- (a) the self-reporting form set out in the Civil Aviation (Aerodrome Design and Operation) Regulations, 2018 if significant changes have been made following the initial registration;
- (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and



(c) the appropriate charges as prescribed by the Authority.

42. (1) An application for the amendment of an aerodrome registration approval shall be submitted to the Authority in writing.

Amendment of registration approval.

(2) The Authority may request the applicant to submit—

- (a) the self-reporting form set out in the Civil Aviation (Aerodrome Design and Operation) Regulations, 2018;
- (b) the particulars of any non-compliances and deviations from standards if applicable; and
- (c) the fees or charges prescribed by the Authority.

(3) The Authority may, provided the requirements of this regulation are met, amend an aerodrome registration approval if—

- (a) there is a change in the use or operation of the aerodrome;
- (b) the aerodrome operator requests an amendment; or
- (c) it is deemed necessary based on the results of an inspection.

43. (1) The Authority may cancel an aerodrome registration approval where—

Cancellation of a registration approval.

- (a) following a surveillance inspection, it is determined that the aerodrome is unsafe for the operation of aircraft and the operator has failed to remedy the situation within a period of sixty days after the inspection;
- (b) the holder of the registration requests the Authority to cancel the registration; or
- (c) it is deemed necessary in the interest of aviation safety.

(2) Subject to paragraphs (1) (a) and (1) (c), the Authority shall give reasons in writing for the cancellation to the registered aerodrome operator.

(3) A holder of a registration approval who is aggrieved by the cancellation under subregulation (2) may appeal to the Tribunal within thirty days of the cancellation.

44. The Authority shall publish in the Aeronautical Registered Information Publication the list of all aerodromes registered by the Authority including the name, postal address, telephone and facsimile numbers, and e-mail address of the registration holder and any other relevant information.

Notification of registered aerodromes.

45. (1) The Aerodrome Certification status shall be maintained through aerodrome certification, safety assessments and aerodrome compatibility studies.

Aerodrome  
Certification  
continued  
Oversight.

(2) The Aerodrome operational management requirements shall be established in accordance with those prescribed by the Authority.

46. (1) The Authority shall take enforcement action on any regulated entity that fails to comply with the provisions of these Regulations.

Enforcement.

(2) The inspectors of the Authority holding valid delegations shall take necessary action to preserve safety where an undesirable condition has been detected.

(3) The actions referred to in subregulation (2) may include—

- (a) in the case of a regulated entity, the imposition of operating restrictions until such a time that the existing undesirable condition has been resolved; and
- (b) in the case of a licensed personnel, requiring that the individual does not exercise the privileges of the license until such a time that the undesirable condition has been resolved.

(4) In carrying out the enforcement actions under subregulation (2), the inspectors of the Authority shall exercise the powers of the Authority with due care and act in good faith in the interest of preserving safety.

#### PART V—AERODROME MANUAL

47. This Part applies to all aerodromes in Kenya.

Application of this  
Part.  
Requirements for  
aerodrome  
manual.

48. (1) Upon making an application for a certificate or licence the applicant shall submit to the Authority an aerodrome manual for approval.

(2) An aerodrome manual shall—

- (a) be typewritten or printed;
- (b) be signed by the operator;
- (c) be in a format that is easy to revise;
- (d) have a system for recording the current pages and any amendments, including a page for logging revisions; and
- (e) be organized in a manner that facilitates the preparation, review and approval processes.

(3) An operator shall keep at least one approved copy of the aerodrome manual at the aerodrome and one copy at the principal place of business of the operator, where it is different from the aerodrome.

49. (1) An aerodrome manual shall contain all information and instructions necessary to enable the personnel of an aerodrome to perform their duties.

Information to be  
included in an  
aerodrome  
manual.

(2) Notwithstanding the provisions of subregulation (1), and to the extent that the particulars are applicable, a manual for an aerodrome

in Category A shall include the particulars provided for in the Second Schedule to these Regulations.

(3) Where a person is granted an exemption in accordance with these Regulations, the aerodrome manual shall show the exemption notice number granted by the Authority, the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

50. (1) For the purpose of maintaining the accuracy of the information in an aerodrome manual—

Amendment of an aerodrome manual.

- (a) an operator shall whenever necessary, amend the aerodrome manual; or
- (b) the Authority may issue a written directive requiring the operator to alter or amend the aerodrome manual.

(2) Notwithstanding the provisions of subregulation (1), an operator shall submit the proposed amendment to the Authority for approval before the aerodrome manual is amended.

(3) The Authority shall approve the amendment made to an aerodrome manual where the amendment meets the requirements of these Regulations.

#### PART VI—EXEMPTIONS

51. This Part shall apply to all categories of aerodromes.

Application of this Part.

52. (1) A person may apply to the Authority for an exemption from any provision of these Regulations.

Application for exemption.

(2) An application for an exemption from any provision of these Regulations shall be submitted at least sixty days before the proposed effective date of exemption.

(3) An application for exemption shall contain—

- (a) the name, physical address, mailing address, telephone number, fax number and email address of the applicant, where available;
- (b) the specific requirement from which the applicant seeks exemption;
- (c) the justification for the exemption;
- (d) a description of the type of operations to be conducted under the proposed exemption;
- (e) the proposed duration of the exemption;
- (f) a detailed description of the alternative means by which the applicant is to ensure a level of safety equivalent to that established by the regulation from which the exemption is applied;
- (g) a review of any known safety concerns related to the required exemption, including information about any



relevant accidents or incidents of which the applicant is aware;

- (h) where the applicant seeks to operate under the proposed exemption outside the air space of Kenya, an indication as to standards and any regulations pertaining to the airspace in which the operation is to occur; and
- (i) any other relevant information that may be required by the Authority.

(4) Where the applicant seeks emergency processing of an application for exemption, the application shall contain facts and reasons to support the reasons for not filing the application within the time specified in subregulation (2) and satisfactory reasons for deeming the application as an emergency.

(5) The Authority may refuse an application made under subregulation (4) where, in the opinion of the Authority, the reasons given for the exemption are not satisfactory.

(6) An application for exemption shall be accompanied by the fee prescribed by the Authority.

53. (1) The Authority shall review an application for exemption for accuracy and compliance with the requirements of this regulation.

Initial review by the Authority.

(2) Where the Authority determines that the application for exemption meets the requirements of this Part and that a review of its merits are justified, the Authority shall notify and may publish in the Gazette or at least one local daily newspaper of wide circulation, a detailed summary of the application, for public comment, specifying the date by which the comments are to be received by the Authority for consideration.

(3) Where the applicant does not meet the requirements of this regulation, the Authority shall inform the applicant and no further action shall be taken on that application.

54. (1) The Authority shall conduct an evaluation of an application after the initial review in accordance with regulation 53, to determine whether—

Evaluation of application for exemption.

- (a) the proposal by the applicant provides a level of safety equivalent to that established by the regulation from which the exemption is sought;
- (b) a grant of the exemption would contravene the applicable standards;
- (c) the request shall be granted or refused and any conditions or limitations that may be part of the exemption.

(2) The Authority shall inform the applicant in writing and publish a detailed report of its evaluation and decision to grant or deny the application for exemption.

(3) The report referred to in subregulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) Where an exemption affects a significant population of the aviation industry in Kenya, the Authority shall publish the report in the Aeronautical Information Circular.

#### PART VII—OFFENCES, PENALTIES & TRANSITION

55. A person who contravenes any provision of these Regulations may have his or her certificate, license, approval, authorisation or such other document revoked, cancelled or suspended.

Contravention of Regulations.

56. (1) A person who contravenes any provision of these Regulations, orders or notices made thereunder commits an offence and shall be liable to a fine or imprisonment or both, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.

Offences and penalties.

(2) Any person who has been convicted under subregulation (1) shall be liable to a fine of not more than two million shillings or to imprisonment for a term not more than six months or to both, and in a case of a continuing offence shall be liable to a fine of not more than fifty thousand shillings for each day the offence continues.

(3) Where it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations, orders or notices made there under was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention of that provision by that person.

57. (1) A license, certificate, approval or any other document issued to an operator prior to the commencement of these Regulations shall continue in force as if it was issued under these Regulations until it expires or is cancelled by the Authority.

Transitional provisions.

(2) Notwithstanding any other provision of these Regulations, a person who at the commencement of these Regulations, is carrying out any acts, duties or operations affected by these Regulations shall, within one (1) year from the date of commencement, or within such longer time that the Cabinet Secretary may, by notice in the Gazette prescribe, comply with the requirements of these Regulations or cease to carry out such acts, duties or operations.

## FIRST SCHEDULE

## [REGULATION 7(2)]

## PART A—SAFETY MANAGEMENT SYSTEM AT AERODROMES

1. *Safety Management*

Aerodromes in Category A shall have in place a system for managing safety, to which it is committed, is readily identifiable by the personnel of the Aerodrome and the personnel of the Authority and is clearly documented in the Aerodrome Manual.

2. *Interpretation*

For the purposes of this Schedule, “Risk” means the combination of the probability, or frequency of occurrence of a defined hazard and the magnitude of the consequences of the occurrence.

3. *Safety Objective*

An aerodrome and the facilities, equipment and systems of the aerodrome shall be designed and operated such that for any hazard, the combination of the probability of occurrence and the seriousness of the consequences of the hazard occurring must not result in a level of risk that is unacceptable.

4. *Safety Management Policy Statements*

Safety Management Systems (SMS) established at aerodromes shall include the following—

- (a) a statement that the highest priority shall be attached to safety in relations to all business activities;
- (b) a business objective for safety that shall minimise the aerodrome’s contribution to aviation accidents risk to as low as reasonably practicable;
- (c) a commitment by the aerodrome operator to adopt an explicit and pro-active approach to safety management;
- (d) statements of safety-related responsibilities and accountabilities at all levels of the organization;
- (e) A commitment to comply with all appropriate safety standards;
- (f) A commitment that the safety assurance processes used by external suppliers comply with safety standards and requirements;
- (g) an emergency response plan that provides for the orderly and efficiency transition and coordination of operations from normal to emergency and back to normal.

5. *Safety Management Principles*

(1) Whenever practicable, quantitative safety levels shall be derived, maintained and improved for all aviation products and services delivered by the aerodrome; and when quantitative safety levels cannot be derived, a qualitative reasoning shall be performed in order to meet the safety objective.

(2) An operator shall assess all existing operations, proposed changes, additions or replacements for their safety significance.



(3) An operator shall identify and record the safety requirements for a service or product, the results of the safety assessment process and the evidence that the safety requirements have been met; and the records shall be maintained throughout the life of the service or product.

(4) An operator shall ensure that personnel whose functions impact on safety at the aerodrome are adequate, trained and qualified for the job they are required to do and for which they have accountability.

(5) An operator shall ensure that there is accountability, at a suitable senior level for the management, development and monitoring of the safety management system.

(6) An operator shall routinely carry out internal safety audits to provide assurance of the safety activities and to confirm compliance with the safety requirements and the safety management system.

(7) An operator shall have in place suitable monitoring arrangements so that undesirable trends in service or product performance can be recognized and be subject to remedial action; and in order to achieve this, the operator shall in accordance with the provisions of the Part B of this Schedule—

- (a) establish a reporting system for accident and incident reporting that ensures the Authority is informed of the aviation safety aspects in connection with the aerodrome;
- (b) investigate safety significant occurrences, identify any failures of its management of safety and take corrective action if required.

(8) The operator shall establish and maintain procedures, which enable tracing of documents and data related to the safety management system, and the procedures shall ensure that all safety related documents and data are available, and that invalid documents and data shall be destroyed and secured against unintended use.

#### 6. Safety Management Strategy

(1) An operator shall establish processes to identify safety shortcomings, so that remedial action can be taken to ensure safety levels are maintained.

(2) The basic principles to be applied in the safety management strategy shall include—

- (a) safety achievement; specifying the means by which the safety performance of the organization meets its safety objectives and derived requirements;
- (b) safety assurance; specifying the means for providing assurance that risks are being managed properly and effectively;
- (c) safety performance monitoring and measurement; specifying the means to verify safety performance of the organisation and to validate the effectiveness of safety risk controls;
- (d) safety promotion; specifying the means by which safety issues are communicated within the aerodrome to eliminate unnecessary risks and avoid repeat errors or risks and safety training programme that ensures personnel are trained and competent to perform SMS duties.

(3) An operator shall develop and maintain a formal process to—

- (a) ensure that hazards in operations are identified;

- (b) identify changes within the organisation which may affect processes and services and shall describe arrangements to ensure safety performance before implementing changes;
- (c) identify the causes of substandard performance of safety management systems, determine the implications of substandard performance of the SMS in operation and eliminate or mitigate such processes.

7. Operational safety assurances documentation

An operator shall produce and maintain safety assurance documentation, and this documentation shall cover—

- (a) all safety related roles and functions;
- (b) a safety based risk assessment of the roles and functions where practicable;
- (c) a process of risk management for safety related tasks and functions to ensure that identified risks remain tolerable;
- (d) safety performance measurements of the current operations as part of the ongoing risk management; and
- (e) corrective procedures and measures that modify the original tasks or functions to address inadequate performance.

8. Safety assurance documentation on systems requiring approval

(1) An operator shall, when intending to introduce new systems into operation, or introduce changes to, or replace existing systems, submit an application for approval by the Authority.

(2) The aerodrome operator shall also submit an application for approval if the intended changes affect the approvals in the aerodrome licence.

(3) An aerodrome licensee shall, if satisfied that their own safety requirements as well as those issued by the Authority have met the compliance criteria, notify the Authority in writing indicating compliance with the specified safety requirements for any operational system.

9. Safety assessment methodology

The safety assessment of the aerodrome shall involve —

- (a) systematic identification of possible hazards to aircraft;
- (b) evaluation of the seriousness of the consequences of the hazard occurring;
- (c) considering the chances of a hazard happening;
- (d) determining whether the consequent risk is tolerable and within the operators acceptable safety performance criteria; and
- (e) taking action to reduce the severity of the hazard or the probability of it arising in order to reduce the risk to a tolerable level.

10. Safety auditing of aerodromes

An operator shall carry out internal safety auditing of the aerodrome in order to determine:

- (a) the level of compliance with requirements;

- (b) the areas and degree of risk and their effective management; and
- (c) the competence and performance of those responsible for safety.

**PART B—AIRCRAFT ACCIDENT AND INCIDENT REPORTING AND  
INVESTIGATION AT AERODROMES**

*1. Aerodrome occurrence reporting*

(1) This schedule prescribes the requirements for reporting the occurrence or detection of defects, failures or malfunctions at an aerodrome, its components or equipment, which could jeopardize the safe operation of the aerodrome or cause it to become a danger to persons or property.

(2) The objectives of the aerodrome occurrence reports are as follows —

- (a) to ensure that knowledge of these occurrences is disseminated so that other persons and organizations may learn from them; and
- (b) to enable an assessment to be made by those concerned (whether internal or external to the aerodrome operator) of the safety implications of each occurrence, both in itself and in relation to previous similar occurrences, so that they may take or initiate any necessary action.

*2. Reportable occurrences and reporting procedures*

(1) An operator shall notify the Authority of any accident, serious incident, fatal or serious injury occurring at the aerodrome as soon as practicable after the occurrence and provide a detailed occurrence report thereafter.

(2) For the purpose of this Schedule —

“accident” means an occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which;

- (a) a person is fatally or seriously injured as a result of—
  - (i) being in the aircraft, or
  - (ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
  - (iii) direct exposure to jet blast, except when the injury are from natural causes, self-inflicted, or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew or;
- (b) the aircraft sustains damage or structural failure which—
  - (i) adversely affects the structural strength, performance or flight characteristics of the aircraft; and
  - (ii) would normally require major repair or replacement of the affected component except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or
  - (iii) the aircraft is missing or is completely inaccessible.



“serious incident” includes —

- (a) a near collision requiring avoidance manoeuvre to avoid a collision or an unsafe situation or where an avoidance action would have been appropriate;
- (b) a controlled flight into terrain only marginally avoided; iii. an aborted take-off on a closed or engaged runway; iv. a take-off from a closed or engaged runway with marginal separation from an obstacle;
- (c) a landing or attempted landing on a closed or engaged runway; vi. a take-off or landing incident such as undershooting; or overrunning or running off the side of runways; or
- (d) a major failure of any navigation aid when a runway is in use;

“serious injury” means any injury that is sustained by a person in an accident and that —

- (a) requires hospitalisation for more than forty eight hours, commencing within seven days from the date the injury was received;
- (b) results in a fracture of any bone, except simple fractures of fingers, toes or nose;
- (c) involves lacerations which cause severe haemorrhage, nerve, muscle, or tendon damage;
- (d) involves any injury to any internal organ;
- (e) involves second or third degree burns, or any burns affecting more than 5% of the body surface; or
- (f) involves verified exposure to infectious substances or injurious radiation.

(2) The operator shall notify the Aircraft Accident and Incident Investigation Branch whenever an accident or serious incident occurs on or adjacent to his aerodrome in accordance with the provisions of the Civil Aviation (Aircraft Accident and Incident Investigation) Regulations.

(3) Information to be provided in the reporting and notification of an accident, serious incident or serious injury shall as far as possible include the following —

- (a) the date and local time of occurrence;
- (b) the exact location of the occurrence with reference to some easily defined geographical point;
- (c) detailed particulars of the parties involved, including the owner, operator, manufacturer, nationality, registration marks, serial numbers, assigned identities of aircraft and equipment;
- (d) a detailed description of the sequence of events leading up to the incident;
- (e) the physical characteristics, environment or circumstances of the area in which the incident occurred and an indication of the access difficulties or special requirements to reach the site;
- (f) the identification of the person sending the notice and where the incident occurred;

- (g) in the case of an aircraft accident, the number of crew members, passengers or other persons respectively killed or seriously injured as a result of the accident; and
- (h) a description of the follow-up action being taken after the incident has occurred.

### 3. Aerodrome occurrence records

(1) An operator shall establish and maintain aerodrome occurrence reports for any accident, serious incident, serious injury or any occurrence or event that has a bearing on the safety of aerodrome operations.

(2) An operator shall use aerodrome occurrence reports to monitor and improve the level of operational safety, including reviews of safety standards required.

(3) The Authority may require the operator to produce and provide information contained in the aerodrome occurrence report relating to any safety occurrence or event.

### 4. Aircraft accident and incident investigation

(1) In the event of an accident or serious incident, an operator shall carry out its own investigations.

(2) The investigations carried out by the aerodrome operator shall be additional to that carried out by the Aircraft Accident and Incident Investigation Branch to enable the operator to assess safety of aircraft operations at his aerodrome.

(3) The investigator, or team of investigators, shall be technically competent and shall either possess or have access to the background information, so that the facts and events are interpreted accurately. The investigations shall be a search to establish how the mishap happened, why it occurred, including organizational contributing factors, and to recommend action to prevent a recurrence, and shall not be intended to apportion blame.

(4) The lesson learnt derived from an aerodrome incident or accident investigation shall be disseminated to personnel to provide feedback for safety improvement.

(5) The Authority may require the operator to produce and provide information contained in the aerodrome accident or incident investigation report relating to any such event.

(6) An operator shall inspect his aerodrome, as circumstances require, to ensure safety as soon as practicable after any aircraft accident or incident.

## SECOND SCHEDULE

[Regulations 7(2) &amp; 49(2)]

PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR  
AERODROMES IN CATEGORY A

## PART I – GENERAL

General information, including the following –

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for a 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 operator.

## PART 2 – PARTICULARS OF THE AERODROME SITE

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 land title of the aerodrome site. If the boundaries of the aerodrome are not defined in the land title documents particulars of the land title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

PART 3 – PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED  
TO THE AERONAUTICAL INFORMATION SERVICE1. *General Information*

- (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 reference datum;
- (d) the aerodrome elevation and geoid undulation;



- (e) the elevation of each threshold and geoid undulation, the elevation of each 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 operator and the address, telephone and facsimile numbers at which the operator may be contacted at all times.

2. Aerodrome dimensions and related information

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, stop ways;
- (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); 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 and elevation 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 area, 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.);
- (m) pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number method;
- (n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (o) declared distances: take-off run available, take-off distances available, acceleratestop distance available, landing distance available;
- (p) disabled aircraft removal plan: the telephone/telex/ facsimile number 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 shall be in accordance with the longest aircraft normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

Note. - The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

#### PART 4—PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

##### 1. Aerodrome reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the Aeronautical Information Publication and Aeronautical Information Circular and procedures for requesting the issue of NOTAMs, including the following –

- (a) arrangements for reporting any changes to the Authority 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; and
- (c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

2. Access to the aerodrome movement area 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 movement area, including the following –

- (a) the role of the operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable; and
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

##### 3. Aerodrome emergency plan

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 aerodrome covering “during the emergency” and “after the emergency” considerations;
- (b) details of test and 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-aerodrome, for site roles; their telephone and facsimile numbers, e-mail 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.

4. **Rescue and fire-fighting** 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.

*5. Inspection of the aerodrome movement area and obstacle limitation surface by the operator*

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.

6. **Visual aids and aerodrome electrical systems** 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 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 and, if applicable, the particulars of any other method of dealing with partial or total system failure; and



- (e) personnel responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

*7. Maintenance of the movement area*

Particulars of the facilities and procedures for the maintenance of the movement area, including arrangements for –

- (a) maintenance of paved areas;
- (b) maintenance of unpaved runways and taxiways;
- (c) maintenance of runway and taxiway strips; and
- (d) maintenance of aerodrome drainage.

*8. Aerodrome works - safety*

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.

*9. Apron management*

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 pushback;
- (d) marshalling service; and
- (e) leader (van) service.

*10. Apron safety management*

Procedures to ensure apron safety, including –

- (a) protection from jet blasts;
- (b) enforcement of safety precautions during aircraft refueling 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.

#### 11. Airside vehicle control

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.

#### 12. Birds and wildlife hazard management

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 birds and wildlife hazards;
- (b) arrangements for implementing birds and wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

#### 13. Obstacle control

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;
- (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 Authority of the nature and location of obstacles and subsequent addition of removal of obstacles for action as necessary, including amendment of the Aeronautical Information Services publications.

#### 14. Removal of disabled aircraft

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following–

- (a) the roles of the operator and the holder of the aircraft operator certificate;
- (b) arrangements for notifying the aircraft operator.
- (c) arrangements for liaising with the air traffic control unit;
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) role and telephone numbers of personnel responsible for arranging for the action as necessary, including amendment of the AIS publications.

*15. Handling of hazardous materials*

(1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following -

- (a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
- (b) the method to be followed for the delivery storage, dispensing and handling of hazardous materials.

(2) For the purposes of this paragraph "hazardous materials" include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

*16. Low visibility operations*

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 personnel, their telephone numbers, responsible for measuring the Runway Visual Range.

*17. Protection of sites for radar and navigational aids*

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 navigational 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.

Note 1- In writing the procedures for each category, clear and precise information shall be included on -

- (i) when, or in what circumstances, an operating procedure is to be activated;
- (ii) how an operating procedure is to be activated;
- (iii) actions to be taken;
- (iv) the equipment necessary for carrying out the actions, and
- (v) access to such equipment.

Note 2- If any of the procedures specified above are not relevant or applicable, reasons shall be given.

**PART 5 — AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM**

*1. Aerodrome administration*

Particulars of the aerodrome administration, including the following -

- (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;



- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- (c) airport committees.

## 2. *Safety Management System*

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 –

- (a) the safety policy, in so far as applicable, on the safety management process and its relation to the operational and maintenance process;
- (b) the structure or organization of the Safety Management System, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) safety Management System strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiative 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 prescribed standards and recommended practice, and regulations;
- (d) safety Management System 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 aerodrome facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft payments and aerodrome lighting. The system shall enable easy retrieval of records including charts;
- (i) personnel training and competency, including the review and evaluation of the adequacy of training provided to personnel on safety-related duties and of the certification system for testing their competency; and
- (j) the incorporation and enforcement of safety-related clauses in the contract for construction work at the aerodrome.

## THIRD SCHEDULE

## [REGULATION 22 (2) ]

PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR  
AERODROMES IN CATEGORIES B AND C

## PART I—GENERAL

General information, including the following –

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome licence and an aerodrome Handbook 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.

## PART 2—PARTICULARS OF THE AERODROME SITE

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.

PART 3—PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED  
TO THE AERONAUTICAL INFORMATION SERVICE (AIS)*1. General Information*

- (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;
- (e) points along the runway, and the highest elevation of the touchdown zone of a precision approach runway; the aerodrome reference temperature;
- (f) the name of the aerodrome operator and the address, telephone and facsimile numbers at which the aerodrome operator may be contacted at all times.

(2) *Aerodrome dimensions and related information*

*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;
- (c) Apron surface type and aircraft stands;
- (d) One or more pre-flight altimeter check locations established on an apron and their elevation;
- (e) Rescue and fire-fighting plan.

Note. - The accuracy of the information in this Part is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

PART 4 – PARTICULARS OF THE AERODROME OPERATING PROCEDURES  
AND SAFETY MEASURES

1. *Aerodrome reporting*

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and AIC and procedures for requesting the issue of NOTAMs, including the following -

- (a) arrangements for reporting any changes to the Authority 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; and
- (c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

2. *Access to the aerodrome movement area*

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 movement area, including the following –

- (a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable;
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours;
- (c) inspection checklist;
- (d) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and



- (e) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

### 3. *Maintenance of the movement area*

Particulars of the facilities and procedures for the maintenance of the movement area, including -

- (a) arrangements for maintaining the unpaved runways and taxiways;
- (b) arrangements for maintaining the runway and taxiway strips; and
- (c) Arrangements for the maintenance of aerodrome drainage.

### 4. *Aerodrome works – safety*

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) 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;
- (b) a distribution list for work plans, if required.

### 5. *Birds and Wildlife Hazard Management*

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 birds and wildlife hazards;
- (b) arrangements for implementing birds and wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

### 6. *Obstacle Control*

Particulars setting out the procedures for –

- (a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the takeoff surface;
- (b) controlling obstacles within the authority of the operator;
- (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 notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

### 7. *Handling of Hazardous Materials*

1. Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following –

- (a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
- (b) the method to be followed for the delivery storage, dispensing and handling of hazardous materials.

2. For the purposes of paragraph (1) above, "hazardous materials" include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

8. *Protection of Sites for Radar and Navigational Aids*

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 navigational 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.

Note 1: In writing the procedures for each category, clear and precise information shall be included on -

- (i) when, or in what circumstances, an operating procedure is to be activated;
- (ii) how an operating procedure is to be activated;
- (iii) actions to be taken;
- (iv) The equipment necessary for carrying out the actions, and access to such equipment.

Note 2:- if any of the procedures specified above are not relevant or applicable, the reason shall be given.

Dated the 9th May, 2018.

JAMES MACHARIA,  
*Cabinet Secretary for Transport,  
Infrastructure, Housing and Urban Development.*