



EAC

No.139-1

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FOREWORD

1. PURPOSE:

This advisory circular primarily sets forth guidelines to: Certification and Operations of International and National Land Aerodromes and to assist aerodrome operators in developing an Aerodrome Certification Manual (ACM) in compliance with the requirements of Egyptian Civil Aviation Regulation (ECAR) Part 139 and its related standards as amended. This circular also provides guidance on submission presented in a way that should be meaningful to the operator of both the small as well as the more complex airport.

2. APPLICABILITY:

- (a) ECAR Part 139 prescribes rules governing the certification and operation of International and National land aerodromes intended to be either wholly or in part used for the arrival, departure and surface movement of aircraft operations. Other Egyptian advisory circulars are listed below, as reference material under the individual areas to which they apply.
- (b) The flow chart at the end of Section 2 (Attachment 2) provides an overview of the certification process. This chart is designed to be unfolded and referred to while reading the narrative description of the five phases of the certification process. Such simultaneous reference will assist the inspector in understanding the process. This flow chart should also be referred to at various stages during the certification project. The chart is particularly useful in determining whether the "Schedule of Events" is reasonable in terms of sequence, timeliness, and inspector resource availability. It also provides a perspective on how a particular event affects other events and is an important reference for planning various activities during the certification project.

3. RELATED READING MATERIAL:

3.1 Regulatory References:

- (a) Egyptian Civil Aviation Regulation Part 139, Certification and Operations of International and National Land Aerodromes.
- (b) Airport Certification Program Handbook, ECAA Doc. No. 2002-1.

3.2 Advisory Circulars and Variables:

- (a) EAC 139-3: Airport Emergency Plan.
- (b) EAC 139-5: Safety Management System.
- (c) EAC 139-9: Runways.
- (d) EAC 139-10: Taxiways, Aprons and Holding Bays.
- (e) EAC 139-11: Pavements.
- (f) EAC 139-12: Visual Aids.
- (g) EAC 139-15: Master Planning.
- (h) EAC 139-16: Land Use and Environmental Control.
- (i) EAC 139-18: Rescue and Fire Fighting.
- (j) EAC 139-19: Pavement Surface Conditions.
- (k) EAC 139-20: Bird Control and Reductions.
- (l) EAC 139-22: Removal of Disabled Aircraft.
- (m) EAC 139-23: Control of Obstacles.
- (n) EAC 139-24: Airport Emergency Planning.
- (o) EAC 139-25: Airport Operational Services.
- (p) EAC 139-26: Airport Maintenance Practices.
- (q) EAC 139-31: Manual on Certification of Aerodromes.

4. HOW TO ORDER:

Copies of these documents can be purchased from ECAA, MOCA.

SECTION ONE AERODROME CERTIFICATION PROCEDURES

1. INTRODUCTION:

- 1.1 The aerodrome certification procedures should ensure full compliance with and have as a control the aerodrome certification regulations promulgated by the ECAA. The procedures in this EAC are in conformity with the Egyptian Civil Aviation law 28, 1981 as amended and Egyptian Civil Aviation Regulations of Part 139 and its related standards as amended.
- 1.2 Adherence to Egyptian Civil Aviation Regulations and standard procedures will ensure that aerodrome certificates are issued, refused, transferred or surrendered in a consistent manner. The use of a common legal format will also facilitate effective and consistent compliance with and enforcement of the regulations.
- 1.3 The procedures in this EAC refer to the controlling regulations in Part 139 and ECAA related procedure manual as amended (Doc. No. 2002-1), and the typical ECAA staff requirement for implementing each procedure is indicated.

2. THE CERTIFICATION PROCESS:

The aerodrome certification process is a series of steps outlined in five phases:

- Phase One Reapplications Expression of Interest:** Dealing with the Expression of Interest by an intending applicant for the aerodrome certificate;
- Phase Two Formal Application:** Submitting and assessing the formal application including initial evaluation of the Aerodrome Certification Manual (ACM); and ECAR Part 139 and Policy and Procedure Manual (PPM) of airport - initial Statement of Compliance (SOC);
- Phase Three Documents Compliance:** (in the office): Include an assessment and final evaluation of the ACM and the ECAR Part 139 and Policy and Procedure Manual (PPM) of airport - final Statement of Compliance (SOC);
- Phase Four Demonstration and Inspection:** Assessment & Evaluation the aerodrome facilities, equipment and procedures in accordance with Aerodrome Certification Manual (ACM);
- Phase Five Certification:** Issuing or refusing an aerodrome certificate and endorse the condition; and Promulgating the certified status of an aerodrome and advice the AISU to prepare the required details of the Aeronautical Information Publication (AIP) supplement for publication in the AIP.

CHAPTER 1 Preapplication Phase: The Expression Of Interest

1.1 GENERAL:

- 1.1.1 This Section provides direction and guidance on the certification process of Egyptian Civil Aviation Regulation Part 139 (ECAR Part 139); Aerodrome. Under no circumstances will an applicant be certificated, until ECAA and Directorate of Aerodromes Safety and Standards (DASS) & ACSI Inspectors are confident that the prospective certificate holder is capable of fulfilling the required responsibilities, and willing to comply with the ECAR in an appropriate and continuing manner. The certification process employs a Gate System that requires the completion of certain items prior to continuation of the process.
- 1.1.2 Certification of Aerodrome Operating: Most applicants requesting certification to operate under ECAR Parts 139 will request to be certificated as an Aerodrome Operator. The certification process described in this Section is for an applicant seeking an Aerodrome Certificate (AC).

1.2 PREAPPLICATION MEETING:

- 1.2.1 **General:** In preparation for the meeting the assigned inspector should remind the applicant that the key management personnel should attend the preapplication meeting and should be prepared to discuss in general terms, specific aspects of the applicant's proposed operation. The inspector should discuss the certification process in depth, emphasis should be placed on the expectations of the DASS, what the applicant should expect from the DASS, and the sequence of events, and the applicant should be encouraged to ask questions during the discussion. Applicants should be thoroughly familiar with the Gate System requirements before continuing with the process.
- 1.2.2 **Package of Recertification Information:** The reapplication meeting between the LACSI, other certification team members, and the applicant sets the tone for the rest of the certification process. Therefore, it is important that the LACSI be thoroughly prepared to conduct the meeting. The LACSI should review the Reapplication Statement of Interest (PASI) and assemble a recertification information package to be given to the applicant. The recertification information package shall consist of at least the following:
- EAC 139-1 , If not previously provided.
 - Applicable Certification Job Aid.
 - Sample Schedule of Events format.
 - Applicable sample of Aerodrome Certification Manual.
 - Other publications or documents that the LACSI considers appropriate.
- 1.2.3 The LACSI should explain to the applicant all airport equipment, material, and facility eligibility requirements and discuss the pertinent Egyptian Civil Aviation Regulations and Advisory Circulars (EACs). The LACSI should tell the applicant how to obtain current copies of these documents and explain that the applicant must review them carefully before filling out the formal application.
- 1.2.4 **Briefing of the Applicant:** At the preapplication meeting, the applicant and any key personnel attending the meeting should be briefed in as much detail as necessary to ensure that they understand the certification process using the certification job aid and the schedule of events format as guides to facilitate the discussion and to ensure that all elements of the certification process are covered. The applicant should be encouraged to ask questions about any area of the process not clearly understood.
- 1.2.5 **Verifying Information on the PASI:** The first item for discussion should be verification of the information on the PASI, such as the type of aerodrome operation, types of aircraft, and location of facilities. When changes to this information occur, the applicant must annotate the changes on the PASI. If the changes significantly affect the anticipated scope and/or type of operation, a copy of the revised PASI shall be forwarded to the DASS.
- 1.2.6 **Informing the Applicant of Pertinent Regulations:** It is essential that the applicant understands which regulations are applicable to the proposed Aerodrome operation. The applicant should be advised to acquire and become familiar with

the ECARs and other EAC's pertinent to the proposed Aerodrome operation. A list of ECAR and other EAC's pertinent to various types of aerodrome operations are in this Advisory Circular. The applicant and the applicant's personnel must be made aware of their responsibilities during the certification process. It is to their benefit to submit required items as soon as they become available, in order to meet the Aerodrome certification requirements, and to notify the DASS immediately of any problems or changes in the proposed Aerodrome operation.

1. 2.7 At this point, the LACSI should determine if applicant is sufficiently aware of the certification requirements. The LACSI should try to gauge the experience level of the applicant to determine how formal the process must be. If the applicant wishes to continue with the process, the LACSI will provide the applicant with copies of the appropriate application form (ECAA Form 2002-4a).
1. 2.8 The inspector should also inform the applicant that he might provide three choices, in order of preference, of Airport ICAO Location Indicators Four Letters Code, which will become part of the operator certificate number.

1.3 DEALING WITH THE EXPRESSION OF INTEREST:

- 1.3.1 Aerodromes that are required to be certified in accordance with Egyptian Civil Aviation Regulations must be in possession of an aerodrome certificate before commencing operations. If the aerodrome certification regulations have not yet been established a suitable transition should be agreed to between the ECAA and the current aerodrome operator.
- 1.3.2 Dealing with the expression of interest (ECAA Form 2002- 4a) attachment 3, should include a flight operations assessment by the ECAA to insure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations.
- 1.3.3 The Flight Operations Manager (FOM) is responsible for ensuring that a flight operations assessment is completed. The flight operations assessment should take into consideration:
 - The proximity of the aerodrome to other aerodromes and landing sites.
 - Obstacles and terrain.
 - Whether the establishment would involve excessive operational restrictions.
 - Existing restrictions and controlled airspace.
 - Existing instrument procedures.
- 1.3.4 If the result of this assessment is negative, then there is no need to proceed any further, and the applicant should be advised accordingly by invoking the regulation at this initial stage.
Note: The ECAA may refuse to grant an aerodrome certificate to an applicant. In such cases, the ECAA must notify the applicant, in writing, of its reasons no later than 10 days after making that decision.

1.3.5 There may other ECAA legislation or regulations covering subjects such as environmental protection, which may require the approval from those areas of expertise. The processing of the expression of interest should also include referrals for their clearance with the necessary documentation, e.g. an environmental impact study carried out by the applicant (Aerodrome Operator).

- 1.3.6 Should the results of the above assessment be positive, the DASS (Directorate of Aerodrome Safety and Standards) should advise the applicant in writing to: Submit a formal application for an aerodrome certificate in accordance with the requirements of Section 139.103 of ECAR Part 139. The application must be accompanied by two copies of a completed Aerodrome Certification Manual, as appropriate, prepared in accordance with Part139 and EAC 139-2; (aerodrome Certification Manual). The Directorate of Aerodrome Safety and Standard (DASS) should provide the applicant with the formal application form (ECAA Form 2002-4) and a copy of the aerodrome certification regulations ECAR Parts 139, 107, 108, 171, 172, 173, and 174 including its schedule(s), and-any other relevant circulars or publications that the ECAA may have issued; in addition to obtain copies of other relevant publications issued by ICAO (see Attachment 1 references)

Note 1: The applicant may be asked to cover the cost of the forms and publications.

Note 2: In the letter to the applicant, the Lead ASCI in the DASS should be indicated.

1.4 ECAA STAFF REQUIREMENT:

The ECAA staff requirement for carrying out the activities described in phase one may include Aerodrome Inspectors (AI), Airspace Policy Specialists (APS), Rescue and Fire-Fighting Inspectors (RFFI), Visual Aids Specialists (VAS) and Navigation Specialists (NS).

1.5 CONCLUSION OF PREAPPLICATION MEETING:

The inspector must ensure that the applicant understands that the formal application, with the described attachments, must be complete and acceptable or the entire formal application will be rejected.

1.5.1 Applicant is Adequately Prepared: At the close of the pre-application meeting, the inspector should determine whether the applicant is prepared to proceed with the certification process. If it appears the applicant understands the requirements of a formal application and will proceed to that phase, the inspector should encourage the applicant to informally coordinate required documents, as they are developed, with the certification team before formal submission.

1.5.2 Applicant is not prepared: If it is evident that the applicant is not adequately prepared to proceed with the certification process, the inspector should advise the applicant of the reasons for concern. When it is apparent the applicant will not be able to prepare an adequate formal application, the inspector should advise the applicant to request another reapplication meeting after more complete preparation on the applicant's part. It is appropriate for the inspector to recommend to the applicant one or more of the following actions:

- Further review of the certification procedure and EAC 139-1.
- A more thorough review of the applicable regulations.
- Changes in proposed key management personnel.
- Retain the services of a professional aviation consultant.
- Cease efforts to become ECAA certificated.

1.6 TERMINATION OF THE PREAPPLICATION PROCESS:

If at any time during the reapplication phase the applicant formally terminates all efforts toward certification, or the LACSI determines that the applicant will not proceed with the certification process, the PASI will be returned to the applicant. The LACSI will notify the applicant in writing that this action terminates the preapplication process and that the applicant must submit a new PASI in order to initiate the certification process again. The ECAA must be notified of any certification project that is terminated. The DASS will notify ECAA and the recertification number will be returned to the centralized certificate number data file.

CHAPTER 2 Formal Application Phase

2.1 GENERAL:

An applicant's presentation of an application package and the DASS review are considered the Formal Application Phase.

2.2 INSTRUCTIONS TO THE APPLICANT ON THE FORMAL APPLICATION:

2.2.1 It is recommended that the formal application should be submitted at least 90 days before revenue operations are expected to begin, although the application should be submitted to the DASS as far in advance of the proposed start up date as possible. When the formal application is fully developed, it should be forwarded to the assigned LACSI.

2.2.2 Receipt of Formal Application Package: On receipt of the formal application package, the applicant will be informed that the ECAA needs a specific period of time to review it. Discussions of its acceptability should be avoided at this time. The applicant should be advised that further discussion would not be productive until the certification team has reviewed the formal application. The applicant should be advised that the certification team would contact him/her, within five working days, concerning the application package's acceptability and to arrange for a formal application meeting. A formal application meeting is arranged only if the team determines there is a need for the meeting.

2.2.3 Application Package Initial Review: Upon receipt of an application package, the certification team must initially review it to determine its acceptability. The package generally consists of:

- Copies of the application form (or letter of formal application for a ECAR Part 139 applicant).
- Documentation that the applicant has or can obtain use of an airport or appropriate facilities, as applicable.
- Any partial or complete Aerodrome Certification Manual (even in draft form).
- Compliance Statement (SOC) as applicable.
- Curricula or personnel training programs, as applicable.
- Management Qualification (personnel) resumes.
- Exemptions and/or Technical Studies.
- Considerations of Flight Operations Assessment carried out by FOCA.
- Facility and equipment descriptions.
- Airport Emergency Plan evaluation.
- Quality System, including Quality Assurances Program.
- Record keeping system.
- A Schedule of Events (see below).

2.2.4 Schedule of Events:

- (a) For ECAR Part 139 certification, a Schedule of Events is required to be submitted with the application.
- (b) For ECAR Part 139 applicants, a Schedule of Events is only necessary for an applicant who proposes a large operation where multiple meetings and demonstrations may be required. It is up to the certification team to determine if the applicant's proposed operation indeed warrants a Schedule of Events.
- (c) When a Schedule of Events is required, the certification team must carefully consider the feasibility of the proposed schedule with respect to logic of sequence, timeliness of events, completeness of events, and ACSI availability:
 - (i) Logic of sequence: Many of the activities or events listed in the schedule must occur before other activities or events.
 - (ii) Timeliness of events: The Schedule of Events must provide sufficient time for the certification team to review the applicant's various documents, manuals, and proposals.
 - (iii) Completeness of events: The number of and kinds of submissions made by the applicant for evaluation and acceptance or approval may vary according to the complexity of the proposed operation.
 - (iv) ACSI availability: Another concern in meeting the Schedule of Events is the availability and the capability of the office personnel resources.

Sufficient qualified ACSIs must be made available to ensure timely completion of the certification process.

2.2.5 Formal Application Meeting: If the certification team determines the necessity for a formal application meeting, all members of the certification team must be present, barring unanticipated circumstances. During the meeting, the certification team and the applicant will review the application package and resolve any discrepancies.

- (a) If mutual agreements cannot be reached on any discrepancies, the team should terminate the meeting and inform the applicant that the application package is not acceptable. The application package must then be returned to the applicant with a letter explaining the reasons for the rejection.
- (b) When agreement has been reached on corrective action for deficiencies, the team should then encourage the applicant to present any questions concerning the upcoming certification. The certification team members should answer these questions fully and candidly.
- (c) Before the conclusion of the formal application meeting, the team must make certain the applicant clearly understands the following:
 - (i) The applicant will receive notification in writing in the event the application is rejected. This notification should be made within five days after the formal application meeting. A telephone call concerning the application rejection shall be made to the applicant as soon as the determination is made, indicating that written notification will follow and will include the reasons for the rejection.
 - (ii) If the application is acceptable, the certification process continues with an in-depth examination of the application and associated documents during the "document compliance phase." In some cases, telephone confirmation is sufficient; however, written confirmation is encouraged. A letter accepting the application is necessary because the time limit begins upon receipt of the application in an acceptable form.
 - (iii) Acceptance of the application does not constitute acceptance or approval of any attached documents (curricula, sample manuals, etc.). They will be reviewed further, and the applicant will be expected to take corrective action if required. Acceptance or approval of each attachment will be indicated separately.

2.2.6 Aerodrome Certification Manual (ACM) Attachments:

The LACSI must give the ACM attachments a cursory review, first to determine that the type of information described in EAC 139-2, Aerodrome Certification Manual has been submitted. Second, the LACSI must determine that the overall content and scope of the manual material indicates that the applicant is proceeding in an appropriate manner and in compliance with the regulations. These completed manual submissions provide early indications of the quality of the applicant's manual program. An in-depth review and evaluation and the acceptance, approval, or rejection of the manual will be accomplished in the document compliance phase.

2.3 THE COMPLIANCE STATEMENT:

2.3.1 The compliance statement serves the following two purposes:

- (a) It ensures the applicant has adequately addressed all regulatory requirements applicable to the proposed operation.
- (b) It aids the certification team in determining where the regulatory requirements have been addressed in the applicant's Aerodrome Certification Manuals, programs, and procedures. In evaluating the applicant's compliance statement the certification team may find it helpful to compare (in a side by side manner) the ECAR, the applicant's manuals, and the compliance statement. The compliance statement documents how the applicant intends to comply with each applicable regulation.

2.3.2 If the applicant's compliance statement does not serve the preceding purposes, the deficient areas will be communicated to the applicant, and a resolution shall be negotiated. Proving tests will not be conducted until the certification team is satisfied, through its review of the compliance statement and formal application package, that all regulatory requirements have been adequately addressed. The

applicant's methods of compliance will be evaluated throughout the demonstration and inspection phase.

2.3.3 Initial Compliance Statement Attachment: This attachment should be a complete listing of all ECAR Part 139 regulations applicable to the proposed airport operation. Applicable subparts and each relevant section of the initial Statement of Compliance (SOC) should be identified and accompanied by a brief description, or preferably a specific reference, to Aerodrome Certification Manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication that this information will be included in the final compliance statement when submitted will suffice. The following illustrations are samples of how relevant sections of the regulations should be presented in an initial compliance statement and/or a final compliance statement as appropriate:

- (a) EXAMPLE 1: Initial compliance statement - method of compliance not developed at time of formal application.
139.307 Airports: Required data. To be supplied
- (b) EXAMPLE 2: Initial or final compliance statement - method of compliance fully developed - preferred presentation.
139.317 Marking ACM p. 129, Para. 243;
- (c) EXAMPLE 3. Initial or final compliance statement - method of compliance fully developed - acceptable presentation. 139.317 marking.

2.3.4 Compliance Statement Attachment:

The LACSI must review the compliance statement within 10 working days to determine that it complies with the form and content prescribed in the previous paragraph 3 and that the applicant has proceeded in an appropriate manner. The compliance statement must then be given a detailed review and be accepted before the applicant may pass to gate two.

2.4 CERTIFICATION TEAM ASSIGNMENT:

The DASS manager assigns the project to a certification team. One team member will be designated as a Certification Project Manager, Lead ACSI. The certification team handles all matters pertaining to the application:

- 2.4.1 Team members provide the applicant with guidance. Since the applicant must demonstrate the knowledge, skills, and abilities needed to meet certification requirements, inspectors on the certification team must refrain from providing explicit instructions.
- 2.4.2 Each team member shall respond to requests for assistance from the LACSI. Also, each team member keeps the LACSI apprised of the status of the certification. Any discrepancy, which may delay the certification effort, is brought to the attention of the LACSI immediately.

2.5 LACSI QUALIFICATIONS, DUTIES, AND RESPONSIBILITIES:

For appointment as a LACSI experience as A aerodrome inspector is desirable. However, other inspectors are acceptable depending on the situation and at the discretion of the DASS manager. The duties and responsibilities of the LACSI include the following:

- (a) The LACSI coordinates certification matters with the applicant and ensures that the DASS office manager is kept fully informed of the project's current status.
- (b) The LACSI serves as the primary contact with the applicant. The LACSI ensures each certification task is completed in an acceptable and timely manner and that all certification matters are thoroughly coordinated with each team member.
- (c) The LACSI schedules and conducts preapplication and formal application meetings with the applicant.
- (d) The LACSI notifies the unit supervisors and DASS office manager of any information that may significantly impact or delay certification or that may attract media or political interest. Periodic meetings will ensure everyone concerned is kept informed of the status of the certification. If the LACSI cannot attend a scheduled meeting, the LACSI appoints a team member to act as LACSI.

2.6 ASSESSMENT OF A FORMAL APPLICATION:

The Egyptian Civil Aviation Regulations specifies responsibilities of the DASS before it can grant an aerodrome certificate. It specifies the requirements for the aerodrome certification and the need for operational safety considerations. The DASS must be satisfied that the aerodrome operator has the necessary competence and experience to comply with the relevant regulatory provisions, orders and directives of the DASS.

(a) Based on the results of the assessment of the formal application of an aerodrome certificate, aerodrome certification manual (ACM) and the initial Statement of Compliance (SOC) of ECAR 139, the DASS should notify the applicant whether the application and its attachments were successful or unsuccessful. If the application and the attachments were unsuccessful, the applicant should be advised of the additional steps that need to be taken by the applicant prior to certification. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required in order to comply with the standards and practices and safety requirements specified in the Egyptian Civil Aviation Regulations.

(b) If the application and its attachments were successful, the aerodrome certificate, incorporating conditions pursuant to the Egyptian Civil Aviation Regulations, as applicable, shall be granted to the applicant after an identifying number has been allocated.

Note 1: The DASS may refuse to grant an aerodrome certificate to an applicant. In such cases, the DASS must notify the applicant, in writing, of its reasons no later than 10 days after making that decision.

Note 2: After successful completion of the processing of the application and its attachments, the DASS, when granting the aerodrome certificate, will endorse the conditions for the type of use of the aerodrome and other details as shown in Attachment 4, which contains a sample airport certificate.

Note 3: When an aerodrome does not meet the requirement of a standard and practices or safety requirements specified in the Egyptian Civil Aviation Regulations, the DASS may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices or safety requirements, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard and practices or safety requirements.

Note 4: To ensure uniformity, the DASS may prescribe a standard application form for an aerodrome certificate. An ECAA formal application form is given in (ECAA Form 2002- 4, Appendix 3).

2.7 GRANTING AN AERODROME CERTIFICATE:

Before granting an aerodrome certificate, the ECAA must be satisfied that:

- (a) The applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome properly;
- (b) The Aerodrome Certification Manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information (as refer in EAC 139-2, ACM) and ECAR Part 139 initial SOC;
- (c) The aerodrome facilities, services and equipment are in accordance with the Standards and Safety Requirements specified by the ECAA;
- (d) The aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
- (e) An acceptable Safety Management System (SMS) (See EAC 139-5, SMS) is in place at the aerodrome.

2.8 ECAA STAFF REQUIREMENT:

The ECAA staff requirement for carrying out the assessment of the formal application for an aerodrome certificate may include Aerodrome Inspectors (AI), Airspace Policy Specialists (APS), Rescue and Fire-Fighting Inspectors (RFFI) and Visual Aids Specialists (VAS).

2.9 APPLICATION REJECTION:

Rejection of an application will be a sensitive issue, since the applicant will most likely have already expended funds and resources to this point. Therefore, it is important for the team to document thoroughly the reasons for the rejection. The reasons should

clearly indicate that to proceed with the certification process would not be productive unless the applicant is willing to accept the team's corrective suggestions. Reasons for rejection might include lack of agreement on appropriate courses of action or evidence that the applicant misunderstands regulatory requirements and the certification process. In the event of rejection, the application and documents submitted are returned to the applicant with a letter of rejection.

2.10 TERMINATING THE FORMAL APPLICATION PHASE:

If the certification team accepts the application package, the Formal Application Phase of the certification process is terminated, and the Document Compliance Phase begins.

CHAPTER 3 Document Compliance Phase

3.1 GENERAL:

The document compliance phase is that part of the certification process where the applicant's manuals and other documents are reviewed in depth to ensure compliance with applicable regulations and conformity to safe operating practices and either approved or rejected. The certification team usually conducts this phase in the DASS office.

3.1.1 Approval or Acceptance of Documents: During the Document Compliance Phase of the certification process, attached documents are approved or accepted. After initial certification, revisions or amendments to these documents may also be submitted for approval or acceptance. The team must determine which documents are APPROVED and which are ACCEPTED.

3.1.2 Approval Documentation: When all requirements and standards have been met, the operator should be notified that the documents have been approved. The approving inspector indicates approval by stamping "Approved" on each page, indicating the date, the approving DASS office, and the signature of the inspector.

3.1.3 Acceptance Documentation: Documents that are submitted for acceptance by an operator or applicant are accepted with a letter of confirmation from the LACSI or appropriate inspector.

3.1.4 Revisions or Amendments: When an approved or accepted document is revised or amended only that portion affected by the proposed change needs to be evaluated, provided there is no effect on other portions or other documents.

3.1.5 Unacceptable Documents: If any of the documents are unacceptable, they are returned to the applicant. The team sends the applicant a letter of rejection stating the reasons for rejection and recommendations for obtaining approval.

3.2 REVIEW OF APPLICATION'S SUBMISSIONS:

3.2.1 After the formal application and its attachments (ACM & SOC) have been accepted, DASS inspectors will begin a thorough evaluation of the ACM, SOC and any other required documents that are required by regulation to be submitted to the DASS. The DASS will endeavour to complete these evaluations in accordance with the applicant's schedule of events. However, if ACM and SOC are incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the ACM will be returned for corrective action. If the ACM and SOC are satisfactory, they will be approved or accepted. Approvals will be indicated by letter or by approval of ACM. Acceptance of information, which does not require formal approval, will be indicated by letter or by the lack of any DASS objections to the information.

3.2.2 The complexity of the information which must be addressed in the applicant's ACM and other documents depends on the complexity of the airport operation.

3.3 THE ASSESSMENT & EVALUATION OF THE FORMAL APPLICATION:

The assessment & Evaluation of the formal application should include the following:

3.3.1 A flight operations assessment if that was not carried out during the time of dealing with the Expression of Interest. This assessment should also include all aeronautical study pursuant to the Egyptian Civil Aviation Regulations and other supplemental documents, if there is a deviation from a standards and practices or safety requirements;

Note 1: When an aerodrome does not meet the requirement of a standards or safety specified in the Egyptian Civil Aviation Regulations and other supplemental documents, the ECAA may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or safety requirements.

3.3.2 An assessment of the Aerodrome Certification Manual submitted by the applicant to determine whether:

- (a) The manual complies with the requirements of the regulations in ECAR Part 139, EAC 139-2 ACM and the schedule of these regulations. All verifications that can be completed or initiated in the office should be carried out, including the aerodrome data to be published by the Aeronautical Information Service (AIS), and the adequacy of the aerodrome operating procedures; and
- (b) The management system, including the Safety Management System, indicates that the applicant will be able to operate and maintain the aerodrome properly (see EAC No. 139-5; Safety management System).

Note: If the DASS inspector's review reveals deficiencies in the applicant's submissions and /or the ACM contents, the; LACSI should negotiate resolution of the deficiencies. The team should be ready to offer suggestions on how to improve the product but avoid "writing" the applicant's manual. The certification team should remember that it is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules.

3.3.3 Review of Airport Information:

- (a) The ACSI shall review the following items for the airport to be inspected:
- Aerodrome Certification Manual.
 - Current exemptions from ECAR 139 requirements.
 - Previous inspection records.
 - Airport file violation history for the previous 3 years.
 - Relevant sections of the Aeronautical Information Publication (AIP).
 - Obstruction Chart/Airport Approach Survey (if available).
 - Accident/incident history.
 - Airport compliance file (a verbal briefing is acceptable).
 - Airport Layout Plan (ALP) file (if available).
 - Instrument Approach Procedure (LAP) charts.
 - Airport improvement programs file (a verbal briefing by the Airport Sector, Engineering Sector and Air Traffic Services Sector is acceptable).
- (b) The ACSI shall review programmed construction projects. Check the official obstruction limitation surfaces and evaluate this information against current approach plates, aerodrome certification manual, and the AIP.
- (c) The ACSI shall ensure proper directives, charts, advisory circulars, ECAA Standing Orders, International Civil Aviation Organization (ICAO) Annex's and other appropriate information are available while conducting the inspection.
- (d) The ACSI shall determine the status of follow-up actions in correcting all previous listed deficiencies.

3.3.4 Site Visit: A site visit as detailed in Phase Four - Demonstration and Inspection Phase: Assessment & Evaluation the aerodrome facilities, equipment and procedures in accordance with Aerodrome Certification Manual (ACM);

3.4 COMPLETING THE DOCUMENT COMPLIANCE PHASE:

When required documents are approved or accepted, the Document Compliance Phase is completed. The certification process continues in the Demonstration and Inspection Phase. The Document Compliance Phase and the Demonstration and Inspection Phase may overlap.

3.5 TERMINATING THE DOCUMENT COMPLIANCE PHASE:

Once all required documents are approved or accepted, the Document Compliance Phase ends. The certification process continues in the Demonstration and Inspection Phase. Although the Document Compliance Phase and the Demonstration and Inspection Phase are dealt with as distinct, separate phases, the two may overlap or occasionally coincide.

3.6 ECAA Staff Requirement:

The ECAA staff requirement for carrying out the assessment of the formal application for an aerodrome certificate may include Aerodrome Inspectors (AI), Airspace Policy Specialists (APS), Rescue and Fire-Fighting Inspectors (RFFI) and Visual Aids Specialists (VAS).

CHAPTER 4

Demonstration and Inspection Phase

4.1 GENERAL:

In the Demonstration and Inspection Phase the ACSI team completes the assessment of aerodrome & evaluation of the application by inspecting the facilities, equipment and procedures at the applicant aerodrome and observes personnel in the performance of their duties. Emphasis in this phase is on compliance with mandatory standard; regulations and safe operating practices and in accordance with Aerodrome Certification Manual (ACM);

4.2 OBSERVATIONS AND MONITORING OF EVENTS:

4.2.1 Through observation and other forms of on site evaluation during the demonstration and inspection phase, members of the certificating team observe and monitor many types of applicant activities. The manner in which the applicant is to be evaluated while conducting different segments of this phase is outlined in various sections of this EAC and Doc. No. 2002-1, Chapter 3: Guidance for Conducting ECAR Part 139 Inspections, Section 3: Paragraphs of ECAR 139 - Guidance.

4.2.2 A site visit should be undertaken for the purpose of assessing & evaluating the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices or safety requirements in accordance with the certificate holder's ACM contents; and conduct site inspection in accordance with criteria outlined in paragraphs of ECAR 139-Guidance, ECAA Form 2002-7, Appendix 6 (ECAA Doc. No. 2002-1). If any areas are unacceptable, forward discrepancies or comments to the applicant and re-evaluate as needed.

4.3 CERTIFICATION INSPECTIONS:

4.3.1 Certification inspections shall be conducted in accordance with the guidance and criteria contained in Section 3; Paragraphs of ECAR 139 - Guidance of Chapter 3, Airport Certification Program Handbook, Doc 2002-1. The general inspection procedures addressed in this section outline the recommended method for conducting a certification inspection. The basic phases of an inspection are as follows:

- In Briefing.
- Administrative Inspection.
- Movement Area Inspection.
- ARFF Inspection.
- Fuelling Facilities Inspection.
- Night Inspection.
- Post Inspection Out-Briefing.

4.3.2 **Site Visit:** The site visit should include and but not limited to the following Handbook Doc. No. 2002-1 CHAPTER 3 and ECAR Part 139 Sections.

4.4 THE ASSESSMENT OF THE DEMONSTRATION AND INSPECTION PHASE:

4.4.1 **Regulatory Compliance:** During the evaluation the team shall determine the applicant's ability to comply with all applicable sections of the regulations.

4.4.2 **Determination of Approval or Disapproval:** Throughout the demonstration and inspection phase the team ensures that all aspects of the applicant's required demonstrations are observed and that a determination of approval or disapproval for each is made.

4.4.3 **Handling Deficiencies:** If the applicant's activities or other items are deficient, appropriate corrective action must be taken. If the deficiencies cannot be corrected, the team should advise the applicant that it is impractical to continue the certification process.

4.4.4 **Unsatisfactory Demonstration:** If a demonstration of compliance is unsatisfactory, the certification team must discuss with the applicant how to correct the problem. Reinsertion should be scheduled as necessary. The team may

follow up with a letter indicating the nature of the failure and its corrective action. Deficiencies must be corrected before the process can continue.

4.4.5 Satisfactory Demonstrations: If the applicant's demonstrations are satisfactory, the certification team issues appropriate documentation.

4.4.6 Terminating the Demonstration and Inspection Phase: When all demonstrations are satisfactorily completed, the Demonstration and Inspection Phase is ended, and the applicant is ready for issuance of the certificate.

4.5 ECAA STAFF REQUIREMENT:

The ECAA staff requirement for carrying out the site visit for an aerodrome certificate may include Aerodrome Inspectors (AI), Airspace Policy Specialists (APS), Rescue and Fire-Fighting Inspectors (RFFI), Visual Aids Specialists (VAS) and Navigation Specialists (NS).

CHAPTER 5 Certification Phase

The certificate and approved ACM are issued to the applicant after all significant unsatisfactory items have been corrected. This action completes the certification process. The applicant shall not be certificated under any circumstance until the LACSI has determined that the applicant is fully capable of fulfilling its responsibilities as charged by the Egyptian Civil Aviation Law 28, 1981as amended and that the applicant will comply with the Egyptian Civil Aviation Regulations (ECARs) in an appropriate manner.

5.1 THE GRANT OR REFUSAL OF A CERTIFICATE:

5.1.1 Before granting an aerodrome certificate, ECAA must notify its decision to issue or refuse to issue a certificate. The Egyptian Civil Aviation Regulations allow the ECAA to endorse conditions, in the interest of safety, on an aerodrome certificate being issued.

Note 1: Before granting an aerodrome certificate, the ECAA must be satisfied that:

- (a) The applicant and his/her staff have the necessary competence and experience to operate and maintain the airport properly;
- (b) The Aerodrome Certification Manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;
- (c) The airport facilities, services and equipment are in accordance with the standards and practices or safety requirements specified by the ECAA;
- (d) The airport operating procedures make satisfactory provision for the safety of aircraft; and
- (e) An acceptable Safety Management System (SMS) is in place at the airport

Note 2: The ECAA may refuse to grant an aerodrome certificate to an applicant. In such cases, the ECAA must notify the applicant, in writing, of its reasons no later than 10 days after making that decision.

5.1.2 Based on the results of the assessment of the site visit, the DASS should notify the applicant whether the site visit was successful or unsuccessful. If the site visit was unsuccessful, the applicant should be advised of the additional steps that need to be taken by the applicant prior to certification. For example, the Aerodrome Certification Manual may need to be amended to incorporate any changes to the airport facilities and equipment that may be required in order to comply with the standards and practices and safety requirements specified in the Egyptian Civil Aviation Regulations.

5.1.3 If the site visit was successful, the aerodrome certificate, incorporating conditions pursuant to the Egyptian Civil Aviation Regulations, as applicable, shall be granted to the applicant after an identifying aerodrome certificate number has been allocated.

Note 1: After successful completion of the processing of the application and inspection of the airport, the ECAA, when granting the aerodrome certificate, will endorse the conditions for the type of use of the airport and other details as shown in Attachment 4, which contain a sample aerodrome certificate.

Note 2: When an airport does not meet the requirement of a standard and practices or safety requirements specified in the Egyptian Civil Aviation Regulations and ICAO Annex 14 Volume 1, Airport Design Operation and other supplemental documents, the ECAA may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices or safety requirements, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard and practices or safety requirements.

5.1.4 If after being advised of the additional steps that must be taken to rectify the shortcomings referred to in paragraph 5.1.2, the aerodrome operator is still not able to satisfy the requirements of the regulations. The ECAA may refuse to grant a certificate. The refusal may be based on one or more of the following determinations, for which details should be given:

- (a) The inspection of airport facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;

- (b) The assessment of the airport operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
- (c) The assessment of the Aerodrome Certification Manual revealed that it does not contain some of the particulars set out in the Egyptian Civil Aviation Regulations ECAR Part 139 and the associated schedule of the regulations;

5.2 ECAA STAFF REQUIREMENT:

The ECAA staff requirement for carrying out the activities described in paragraphs 5.1.2 to 5.1.4 may include:

- (a) Appropriate ECAA management staff, i.e. the Manager or Director of the Standards and safety, or the Director General of the ECAA; and
- (b) Aerodrome Certification and Surveillance Inspectors (ACSI).

Note: ECAA may require the applicant to bear the costs of Aerodrome Certification.

5.3 NOTIFICATION IN AIP:

5.3.1 Promulgation in the AIP of the certified status and details of the airport: Upon satisfactory completion of the certification process, information about the airport should be provided to the Aeronautical Information Service Unit (AIS) for publication.

5.3.2 Particulars of the aerodrome that is required for notification in AIP: Particulars of the aerodrome that is required for notification in AIP, including the following:

- (a) As aerodrome general information:
 - (i) The name of the aerodrome; and
 - (ii) The State or Territory where the aerodrome is located; and
 - (iii) The geographic co-ordinates of the Aerodrome Reference Point; and
 - (iv) The elevation of the aerodrome above sea level; and
 - (v) Details of the aerodrome beacon; and
 - (vi) The name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times;
- (b) As runway information:
 - (i) The magnetic bearing of the runway and the runway number; and
 - (ii) The length, width and slopes of the runway; and
 - (iii) The length of the clearway; and
 - (iv) The length of the stop way; and
 - (v) The length and width of the graded and overall runway strip; and
 - (vi) The pavement surface type and its strength rating; and
 - (vii) The gradient from the end of the runway strip or clearway to the critical obstacle;
 - (viii) The supplementary take-off distances and associated gradients; and
 - (ix) The Aerodrome Obstacle Chart Type A, if applicable;
- (c) As visual aid system information:
 - (i) The type of runway lighting and the stand-by power, if any, for that lighting; and
 - (ii) The type of approach lighting; and
 - (iii) The visual approach slope indicator system, if applicable;
- (d) As local information, any other matters that relate to the safety of aircraft using the aerodrome.

5.4 TRANSFER AERODROME CERTIFICATE:

5.4.1 Transfer of an aerodrome certificate may be required in accordance with the applicable Egyptian Civil Aviation Regulations when the ownership and the operation of the airport are transferred from one operator to another. Establishment of a standard procedure will insure that the aerodrome certificates are transferred correctly and consistently using a common legal format.

5.4.2 The reasons for a transfer may include the sale or transfer of the responsibility to operate the airport from a government department to a government-constituted airport entity, such as an airport authority, or a result of privatisation or corporatization. The ownership and the operational responsibility may also change from one private entity to another.

- 5.4.3 The Egyptian Civil Aviation Regulation specifies the requirement for the ECAA's consent or approval for the transfer of an aerodrome certificate and for the powers to transfer a certificate to be vested in the ECAA. Consent or approval to transfer will be given by the ECAA only if it is satisfied that the proposed transferee will be able to operate and maintain the airport properly and that no significant variation will occur in the day-to-day operations of the airport. This implies that the airport facilities, services and equipment should remain substantially unaltered; key airport operational and maintenance personnel should remain in position or be replaced with staff of equivalent qualifications, experience or skill level; the Safety Management System should remain effective and, finally, the Aerodrome Certification Manual procedures should remain substantially unaltered or may amended as necessary to be suitable for the transferee.
- 5.4.4 The ECAA may give its consent or approval to and issue an instrument of transfer of an aerodrome certificate to a transferee when:
- The current holder of the aerodrome certificate notifies the ECAA, in writing, at least 90 days before ceasing to operate the airport, that the current holder will cease to operate the airport as of the date specified in the notice;
 - The current holder of the aerodrome certificate notifies the ECAA, in writing, of the name of the transferee;
 - The transferee applies to the ECAA, in writing, within 90 days before the current holder of the aerodrome certificate ceases to operate the airport for the aerodrome certificate to be transferred to the transferee; and
 - The requirements set out in ECAR are met in respect of the transferee.
- 5.4.5 Consent or approval to the proposed transfer may be refused if the ECAA is not satisfied that the proposed transferee will be able to operate and maintain the airport properly or if significant changes to the operational aspects of the airport will result or will be made by the transferee (e.g. reduction in runway, taxiway or apron facilities; changes in the conditions of the existing certificate unacceptable to the ECAA: inadequacy or inappropriateness of the new staffing arrangements or significant revisions to the aerodrome certification manual).
- 5.4.6 If the ECAA decides to deny consent or approval, it should advise transferee, in writing, within the period specified in the Egyptian Civil Aviation Regulation stating the reasons for denial.

Note: If the ECAA does not consent to the transfer of an aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than 7 days after making that decision

5.4.7 ECAA STAFF REQUIREMENT:

The ECAA staff requirement for carrying out the transfer of an aerodrome certificate may include:

- Appropriate ECAA management staff, e.g. the manager or director of the office responsible for dealing with the subject of aerodrome certification; and
- Aerodrome Certification and Surveillance Inspectors (ACSI);

5.5 SURRENDER OF AN AERODROME CERTIFICATE:

5.5.1 Egyptian Civil Aviation regulations provide for the cancellation of an aerodrome certificate if an aerodrome operator voluntarily gives notice in writing to the ECAA.

5.5.2 Upon receipt of the notice, the ECAA should:

- Verify the credentials of the operator requesting cancellation as the certificate holder;
- Verify that the notification received from the aerodrome operator meets the requirements of Egyptian Civil Aviation Regulations; and
- Check that the information provided by the aerodrome operator includes the following:
 - If the airport is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
 - If the airport is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of wind socks and markings, the provision of appropriate closed markings, unserviceability markers and such other visual aids as necessary.

- 5.5.3 An aerodrome certificate holder must give the ECAA not less than 30 days' written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.
- 5.5.4 The ECAA will cancel the certificate on the date specified in the notice.
- 5.5.5 If the application for cancellation of the certificate is found to be in order, a competent official of the ECAA should issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder.
- 5.5.6 If the aerodrome is to remain open for use as an uncertified aerodrome, the ECAA should ensure that the safety requirements at such aerodromes are met.
- 5.5.7 The Aeronautical Information Service should be advised to take appropriate action regarding the uncertified status of the airport or the closure of the airport, for AIP publication, as the case may be, in accordance with ECAR Part 173.

5.6. OBTAINING CERTIFICATE NUMBERS AND CERTIFICATE NUMBER CONSTRUCTION:

The LACSI is responsible for ensuring that a certificate number is obtained from the DASS office.

5.6.1 Obtaining Recertification Numbers and Final Certificate Numbers:

- (a) The Directorate of Standards & Safety (DASS), Certificate Project Manager (CPM) and Lead Aerodrome Certification and Surveillance Inspectors (LACSI) are responsible for obtaining recertification numbers during certification of an applicant seeking for an Aerodrome Certificate. Upon receipt of a Pre-application Statement of Intent, Expression of interest (ECAA Form 2002-4-AOC), the head of DASS and sector's administrator will determine which ACSI will be assigned responsibility for the certification project and assignment of Certificate Project Manager (CPM). The LACSI and or sectors staff specialist will then contact the XXX-2000 to obtain certificate number from XXX-2000 Local Area Network (LAN) stating "the purpose of the contact is to request a recertification number" and provide the following information:
- (i) Full official name of the Airport.
 - (ii) The location address of the proposed principal base of operations or location where the business will be conducted.
 - (iii) Names of proposed management personnel.
 - (iv) Proposed type of certificate and applicable ECAR Part (139,171,172, 173, and 174, etc).
 - (v) Proposed startup date.
 - (vi) Identification of any current or previous certificate held by the applicant.
 - (vii) The requested Four Letters Identifier ICAO location indicators.
- (b) ECAA, DASS will attempt to accommodate the airport request for the specific requested four letters ICAO location indicators. However, ECAA will provide the sector staff specialist with a recertification number. The alpha suffix of the recertification number will always be the letter "P." The sector staff specialist will complete section 3 of the Expression of interest and return or forward it to the appropriate XXX-2000, DASS 2100.
- (c) When LACSI is ready to prepare the certificate and approve the Aerodrome Certification Manual for issuance to an aerodrome operator about to be certificated, the responsible inspector will coordinate directly with DASS-2100 to obtain a final certificate number. The responsible inspector shall state that "the purpose of the contact is to obtain a final certificate number" and provide DASS-2100 with the precertification number XXX -2000, DASS-2100 will finalize the alpha suffix and provide the complete final certificate number to the responsible LACSI. The responsible inspector must confirm that there has been no change in the type of certificate or type of operation from the time the recertification number was issued to the time the certificate is to be issued. The type certificate element code must be consistent with the type certificate to be issued and the appropriate operating regulations.
- (d) Certificate Number Construction: This discussion provides background information on the methods used to construct certificate numbers. Local Area Network (LAN) is responsible for the management and control of all aerodrome operator certificate numbers using a systematic scheme, which provides a standardized format, a

multitude of certificate numbers, and a centralized assignment, storage, and retrieval location.

5.6.2 Elements of A Certificate Number:

- (a) The certificate number has four elements as follows:
 - (i) " ICAO Location Indicators" element.
 - (ii) "Type" (Land or Sea Aerodromes) " element.
 - (iii) "Numeric" element.
 - (iv) "Alpha Suffix" element.
- (b) An example of an aerodrome operator certificate number using these four elements would be HECA-LA-01-A (without dashes HECALA01A). This number, divided into its four elements, is illustrated as follows:

| | | |
|--------------------------------------|--------------|-----------------|
| HECA ICAO Four Letters Identifier | LA (Type) | 01 (Numeric) |
|--------------------------------------|--------------|-----------------|

- (c) The certificate number elements are described as follow:
 - (i) Element 1: The "ICAO location indicators" element is a Four Letters Identifier character designation, which makes possible unique combinations for each type of certificate.
 - (ii) Element 2: The "type" certificate element code identifies the type of certificate and/or the applicable operating regulations specified as follows:

| Air Operators - Type of Certificate | Type - Certificat Code | ECAR Part |
|-------------------------------------|------------------------|-----------|
| Land Aerodrome Certificate | LA | 139 |
| Sea Aerodrome Certificate | SA | XXX |
| Heliport Certificate (Helicopter) | HP | XXX |

- (iii) Element 3: The "numeric" element provides up to 99 unique certificate number combinations for each type of certificate (01 to 99).
- (d) It should be noted from the preceding examples that the second element (type of certificate code) is the key element identifying the activity of the certificate holder.. Each kind of certificate is readily identified by the type of certificate code. For example:
 - HECA-LA-01: Land Aerodrome Certificate.
 - HXXX-SA-02: Sea Aerodrome Certificate.
 - HXXX-HP-03: Heliport Certificate (Helicopter).

5.6.3 Recertification Number Construction:

The letter "P" is used as the alpha suffix element for the temporary designation of an applicant who has stated intent to apply for a ECAA Aerodrome Certificate (for example, HXXX-LA-02P). The complete four-element number with P as the last element serves as the "Recertification Number." Upon successful completion of the certification process, the unique certificate number combinations for each certificate. The appropriate certificate number combinations element (01 through 99, excluding P) as applicable.

5.6.4 Restrictions and Provisions for Certificate Number Construction:

In the assignment of certificate numbers: the complete certificate number (all eight characters), as assigned to an organization, will never be reassigned to another airport.

5.6.5 Preparation of Certificate:

The aerodrome certificate, as appropriate, will be prepared in the DASS office for the manager's signature. The newly certificated operator cannot conduct any operations without the certificate in possession. The operator may elect to pick up the certificate from the DASS office in person, or it may be mailed to an address the operator specifies.

5.7 EXEMPTIONS:

5.7.1 Exemption to Standards:

- (a) Any change to standards applicable to an airport design or construction project necessary to accommodate a unique local condition on a specific project and approved prior to construction of the modification. An exemption to standards

should not be issued where projects were not constructed to current design standards. These areas should be identified in the aerodrome certification manual.

- (b) The ECAA may exempt, in writing, an aerodrome operator from complying with specific provisions of these regulations. Before the ECAA decides to exempt the aerodrome operator, the ECAA must take into account all safety-related aspects. An exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the ECAA in the aerodrome certificate as being necessary in the interest of safety. When an aerodrome does not meet the requirement of a Standard and Recommended Practices (SARPs) in ECARs in the latest version and the National Aviation 28/81 and practices as amended from time to time, the ECAA may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.

5.7.2 Deviation:

Deviation from a standard or practice and the conditions and procedures shall be set out in an endorsement on the aerodrome certificate.

5.7.3 Procedures-139.111:

- (a) In accordance with Section 139.111 of the regulation, the certificate holder may petition for an exemption from any requirement of ECAR 139. The ACSI must determine that:
- (i) Any exemptions issued to the airport are current and necessary.
 - (ii) All conditions of the current exemptions are being met.
 - (iii) Appropriate steps are being taken toward correcting deficiencies that made the exemption necessary.
- (b) Exemptions shall be time limited and normally not exceed 1 year. Exemptions that require more than 1 year must be coordinated with the DASS and shall be monitored during the annual Airport Certification Inspection. This keeps the exemption in the review process which results in closer monitoring of aerodrome operator actions to terminate the exemption.
- (c) Exemptions for ARFF requirements will not be considered except under unusual situations, and must be coordinated with the DASS.
- (d) Current exemptions will be kept with the individual aerodrome certification file and available for inspection.

5.8 PETITIONS FOR EXEMPTIONS

5.8.1 Processing the Petition:

- a. Initial Review for Compliance:** Petitions for exemption are to be reviewed by the ECAA to ensure that the following items are included in the petition for exemption:
- (i) An explanation of the nature and extent of the relief sought.
 - (ii) Information, views, or arguments to support the action sought.
 - (iii) The reason why granting the request would be in the public interest.
 - (iv) The reason why the exemption would not adversely affect safety or the action to be taken by the petitioner to provide a level of safety equal to that provided by the rule from which the exemption is sought.
- b. Petition Does Not Meet Requirements:** If the petition does not include the information required, a letter of rejection is prepared for signature by the DASS. This letter explains why the petition does not satisfy the requirements and is to be sent to the petitioner within 30 days of the receipt of the petition.
- c. Petition Does Meet the Requirements:** If the petition meets the requirements the ECAA prepares a letter acknowledging receipt of the petition within 30 days. This letter is signed by the DASS.
- d. Time Requirements:** The petition must, unless good cause is shown, be submitted at least 120 days before the proposed effective date of the exemption. This means that normally the petitioner may not expect final action in less than 120 days from the time of submittal to the ECAA. Petitioners in exemption action are not notified until the grant or denial of the petition has been issued.

5.8.2 Procedures for Granting or Denying the Petition for an Exemption:

- a. Decision to Grant:** After completing the analysis of the petition, the ECAA may conclude that the petitioner's arguments support a grant of exemption. In this case,

the ECAA will draft a document granting the exemption for the signature by the DASS.

- b. Decision to Deny:** After reviewing all of the issues involved, the ECAA may determine that the petitioner has not shown reasonable support to granting the exemption. A decision to deny the exemption is based on the determination that the exemption would not be in the public interest, would adversely affect safety, or, if applicable, would not provide a level of safety equal to the rule. Under such circumstances, the ECAA will prepare a denial of the exemption document for signature by the DASS. The denial document responds to the same questions cited in the grant of exemption and shall include the ECAA 's rebuttal to the petitioner's arguments.
- c. Partial Grant of an Exemption:** If the ECAA determines that part of the petitioner's request meets the criteria for granting the petition, it may issue a partial grant of exemption. The guidelines for both the grant of exemption and denial of exemption documents should be followed. The document must fully discuss those parts of the request that are being denied and those that are being granted.
- d. Document Contents:** The document granting the exemption should answer the following questions:
 - (i) What was the petitioner's request?
 - (ii) What does the current rule require?
 - (iii) What arguments did the petitioner use to support the request?
 - (iv) If the ECAA does not agree with all of the arguments presented by the petitioner to support the grant of exemption, these reasons shall be discussed. All issues presented by the petitioner are to be addressed. The document should discuss how granting the request will not adversely affect safety and should explain how the action proposed by the petitioner will provide a level of safety- equal to the rule. Any conditions, design modifications, operating limitations, expiration date, etc. must be made part of the granting clause.
- e. Co-ordination and Signature:** The ECAA will co-ordinate the appropriate grant or denial of the petition for exemption within the DASS. The document is then sent to the DASS for signature. The ECAA will provide an exemption number, type this number on the upper right-hand corner of the first page and mail the original denial or grant document to the petitioner. The exemption number goes on this document even if the document is a denial of the exemption.

The format for these documents is shown in Appendix 25 of Doc. No. 2002-1.

5.8.3 Petition for Reconsideration:

- a. Filing a Petition for Reconsideration:** A petition for reconsideration is a petition to reconsider a previous denial or grant of an exemption.
 - (i) A petition for reconsideration of a denial of an exemption is to be filed with the ECAA within 30 days after a petitioner is notified of a denial of exemption.
 - (ii) A party other than the initial petitioner may file a petition for reconsideration of a grant of exemption. This petition for reconsideration must be filed within 45 days after a grant of exemption is issued.
- b. Processing a Petition for Reconsideration:** The petition for reconsideration must be based on additional information. The procedures for processing a petition for reconsideration are the same as those for processing a denial or grant of petition for exemption.

5.8.4 Request for an Extension of the Termination Date of an Exemption:

Upon receipt of a request from a petitioner to extend the termination date of an exemption, the ECAA shall prepare a letter of agreement or denial for the signature of the DASS. The following information is to be included: The ECAR 139 Section, Date of incoming petition, "Grant of extension" statement, and Exemption number (after signed). A copy of the extension or denial shall be sent to the ECAA prior to the original exemption termination date. See Appendix 26 of Doc. No. 2002-1 for an example of the proper format and the required language which is to be included in the letter granting or denying the extension.

5.9 TYPES OF INSPECTIONS:

5.9.1 Initial Inspection:

This is the first inspection conducted by an ACSI or initial inspection board prior to issuance of an aerodrome certificate.

5.9.2 Annual Inspection:

This is an annual inspection conducted by a credentialed ACSI. Its purpose is to insure that the certificate holder meets the requirements of ECAR 139 and the aerodrome certification manual. A full record and report of the inspection must be made and retained in the program files. This type of inspection is recommended to be conducted at least once per year.

5.9.3 Regular inspections:

Conducted every four months, its purpose is to insure that the certificate holder meets specific requirements of ECAR 139 and the aerodrome certification manual. The contents of the regular inspections shall be at the discretion of ACSIs, but be limited to the provisions of ECAR 139. A full record and report of the inspection must be made and retained in the program files.

5.9.4 Surveillance Inspections:

These are announced or unannounced inspections conducted in addition to the annual and regular inspections. These inspections may be conducted for any number of reasons; a follow-up to an annual or regular inspection finding, to monitor airfield construction, or test the airport's continued compliance with the aerodrome certification manual and ECAR 139 requirements. They are flexible in coverage and may encompass only a portion of the certification requirements. A record must be made of the visit and sent to DASS. These inspections are not intended to be all-inclusive, but may be.

5.10 CERTIFICATION REPORT:

When the new aerodrome operator is certificated, the LACSI is responsible for assembling a certification report. This report must be signed by the LACSI and will include the name and title of each team member who assisted in the certification project. The report will be maintained in the permanent file, at the DASS Record Office, relating to the new aerodrome operator during the business life of the aerodrome operator. This report will be valuable in preparing surveillance plan, since it will have highlighted possible weak areas, which can be emphasized during an inspection. The report shall consist of the following sections:

- a. The Expression of Interest.
- b. The Formal Application letter.
- c. The ECAR Part 139 Compliance Statement.
- d. A copy of the Approved /Accept Aerodrome Certification Manual.
- e. format for an Exemption Documents, Appendix 25 of Doc. No. 2002-1.
- f. Aerodrome Certification Manual Transmittal Letter, Appendix 22 of Doc. No. 2002-1.
- g. Certification Action Letter, Appendix 19 of Doc. No. 2002-1.
- h. A copy of the Aerodrome Certificate issued, Appendix 4 of Doc. No. 2002-1.
- i. Correspondence: Any correspondence that relates to the ECAR 139 program.
- j. Inspection Records: ECAR Form 2002-7 (Appendix 6 of Doc. No. 2002-1).
- k. Enforcement Material: Keep a copy of all enforcement packages until final disposition of the issue.
- l. Suspense Files/System: A system for monitoring corrective action dates must be maintained by the DASS
- m. A summary of major difficulties experienced during the certification process and/or any recommendations that may enhance the process must be noted by phase and specialty. This summary will be entered into the airport Program Tracking and Reporting in chronological order and will be maintained in the archival records. For standardisation, the following format for summaries of major difficulties and/or recommendations will be arranged as follows:
 - (i) Reapplication Phase (Operations, Maintenance, ARFF). Include summaries of difficulties or recommendations by specialty.
 - (ii) Formal Application Phase (Operations, Maintenance, ARFF). Include summaries of difficulties or recommendations by specialty.
 - (iii) Document Compliance Phase (Operations, Maintenance, ARFF). Include summaries of difficulties or recommendations by specialty.
 - (iv) Demonstration and Inspection Phase (Operations, Maintenance, ARFF). Include summaries of difficulties or recommendations by specialty.

5.10.1 Certification Report Retention:

- (a) The DASS office shall retain the original of the certification report as long as the certificate holder remains active.
- (b) A copy of the certification report for a ECAR Part 139 shall be forwarded to the Engineering and Projects Sector office for review and action, if appropriate. The review process shall include an analysis of the major difficulties experienced during the certification process.

SECTION 2

ECAR 139 PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS:

1.1 Prerequisites:

This task requires knowledge of the regulatory requirements of ECAR part 139, as applicable and Egyptian Civil Aviation Authority (ECAA), Policies and Procedures Manual (PPM). Additionally, the person accomplishing this task must be qualified as an Aviation Safety Inspector (ASI) (operations), Aerodrome Certification Surveillance Inspector (ACSI)

2. REFERENCES, FORMS, AND JOB AIDS:

2.1 References:

- ECAR Parts 139.
- Airport Certification Program Handbook, ECAA Doc. No. 2002-1.
- EAC 139-1, Aerodrome Certification Procedures and EAC 139-2, Aerodrome Certification Manual (ACM).
- EAC 139 -3, Airport Emergency Plan (AEP).
- Policy and Procedures Manual (PPM), Doc. No. 2000-3000.

2.2 Forms:

Appendix of Doc. No. 2002-1, as follow:

| | |
|-------------|--|
| Appendix 1 | Military Exemptions (Reserved) |
| Appendix 2. | Sample Ecological Study Correspondence |
| Appendix 3. | Aerodrome Certification Application |
| Appendix 4 | (a) Aerodrome Certificate |
| Appendix 5 | Inspection Confirmation Letter |
| Appendix 6 | Airport Certification/Safety Inspection Checklist |
| Appendix 7 | ARFF Training Checklist |
| Appendix 8 | Fuel Storage Area Checklist |
| Appendix 9 | Mobile Fueller Checklist |
| Appendix 10 | (a) Letter of Correction (b) Letter of Correction - Long Format |
| Appendix 11 | Letter of Investigation |
| Appendix 12 | Investigation close-out Letter |
| Appendix 13 | Warning Letter |
| Appendix 14 | Discrepancy close-out Letter |
| Appendix 15 | Inspection close-out Letter |
| Appendix 16 | Airport Certification Activity Report |
| Appendix 17 | Tower Chief Interview Checklist |
| Appendix 18 | Enforcement Investigative Report. |
| Appendix 19 | Certification Action Letter. |
| Appendix 20 | Non-commercial Certificate Letter. |
| Appendix 21 | Grants of Exemption. |
| Appendix 22 | Aerodrome Certification Manual Transmittal Letters. |
| Appendix 23 | Letter of Authorisation. |
| Appendix 24 | Test for Evaluating Foam Proportioning Equipment on ARFF Vehicles |
| Appendix 25 | Format for an Exemption Document. |
| Appendix 26 | Format for Extension of Exemption. |
| Appendix 27 | Shortages of Trained ARFF Personnel. |
| Appendix 28 | Guidelines for Operating in the Runway Strip. |

2.3 Job Aids:

- Sample figures, Appendix 6, Check List

3. THE CERTIFICATION PHASES:

3.1 Reapplication Phase (The Expression of Interest):

Upon receipt of a pre-application, the Expression of Interest, from an applicant, schedule a pre-application meeting and prepare a certification package for the applicant.

- (1) During the reapplication meeting, advise the applicant of the elements of formal application. Advise the applicant to submit the documents required for formal application as the requirements of ECAR in advance as possible.
- (2) Obtain a recertification Number from DASS.
- (3) Open DASS file for certification project continued inspection and surveillance activities applicable to certification activities.

3.2 Formal Application Phase:

Ensure that the letter and attachments contain at least the documents listed below. If the formal application package is acceptable, continue the process. If the package is not acceptable, return the materials to the applicant with the discrepancies noted.

- (1) Formal application letter.
- (2) Initial SOC and ACM (even in draft form)
- (3) Exemptions and/or Technical Studies.
- (4) Considerations of Flight Operations Assessment carried out by FOCA.
- (5) A management qualification (personnel) resumes.
- (6) Facility and equipment descriptions.
- (7) Airport Emergency Plan evaluation
- (8) Quality System, including Quality Assurances Program.
- (9) Curricula or personnel training programs.
- (10) Record keeping system.
- (11) Training agreements.
- (12) Schedule of Events.

3.3 Document Compliance Phase (in the office):

Review and evaluate the documents listed below. If the documents are acceptable, continue the certification process. If not, return the documents to the applicant with discrepancies noted.

- (1) Final SOC and final evaluation of ACM.
- (2) Exemptions and/or Technical Studies.
- (3) Considerations of Flight Operations Assessment carried out by FOCA.
- (4) A management qualification (personnel) resumes.
- (5) Facility and equipment descriptions.
- (6) Airport Emergency Plan evaluation.
- (7) Quality System, including Quality Assurances Program.
- (8) Curricula or personnel training programs.
- (9) Recordkeeping system.
- (10) Training agreements.

Note: Document Compliance Phase and Demonstration and Inspection Phase can be overlapped

3.4 Demonstration and Inspection Phase:

Conduct inspections of the facilities, equipment, procedures and areas listed below in accordance with the criteria outlined in Section 1, Phase Four, paragraph 3.2) (site visit); and Chapter 3 Guidance for conducting ECAR Part 139 Inspections, Section 3, paragraph of ECAR 139- Guidance, in accordance with appendix 6 of Doc. No. 2002-1, Airport Certification Program Handbook. If any areas are unacceptable, forward comments to the applicant and reevaluate as needed.

- (1) On-site verification of airport data;
 - Reference Code, Airport Data and Airport Condition Reporting
 - Physical Characteristics: Runways, Taxiways, Aprons and Paved Areas.
 - Obstacle Restriction and Removal.
 - Traffic and Wind Direction Indicators.
 - Marking, Lighting, Signs and Markers.
 - Visual Aids for Denoting Obstacles, Restricted Use Areas.
 - Equipment and Installations.
 - Ground Vehicles.
 - Airport Emergency Plan.
 - Aircraft Rescue and Fire Fighting: Category Determination, Equipment and Agents, Operational Requirements.
 - Handling and Storage of Hazardous Substances and Materials.
 - Self-Inspection Program.
 - Protection of Nav aids, and Public Protection.
 - Wildlife Hazard Management.

- (2) Airport facilities equipment and procedures.
- (3) Exemptions and/or Technical Studies.
- (4) Personnel, Training programs, Record keeping systems (initial and recurrent).

3.5 Certification Phase:

When the previous phases of the certification Program have been satisfactorily accomplished, complete the final certification actions noted below and outlined in Chapter 4 Reports, Correspondence and Records of Doc. No. 2002-1, Airport Certification Program Handbook. (If any area in any phase is deficient, discontinue the certification process and advise the applicant, in writing, of the deficiencies. When the applicant has taken appropriate corrective action, the process may be continued).

- (1) Aerodrome Certification Manual.
- (2) Correspondence. Any correspondence that relates to the ECAR 139 program.
- (3) Inspection Records. ECAR Form 2002-7 (Appendix 6).
- (4) Enforcement Material. Keep a copy of all enforcement packages until final disposition of the issue.
- (5) Suspense Files/System. A system for monitoring corrective action dates must be maintained by the DASS Safety Dep.
- (6) Obtain a final certification number from DASS.
- (7) Issue an aerodrome certificate and endorsement conditions.
- (8) Individual airport files should be kept at least 3 years; they then should be transferred to a past correspondence file and retained until they are transferred to the DASS archives.

3.6 Surveillance:

Conduct ongoing surveillance, as appropriate, in accordance with the guidance in Chapter 4 Reports, Correspondence and Records of Doc. No. 2002-1, Airport Certification Program Handbook, section 403.

4. TASK OUTCOMES:

Completion of this task results in one of the following:

- a. Issuance of a Aerodrome Certificate.
- b. Denial of an Aerodrome certificate.
- c. Renewal of a an Aerodrome certificate.
- d. An indication of a satisfactory or unsatisfactory inspection.

5. OTHER ACTIVITIES:

- a. Surveillance of Airport facilities equipment, and procedures.
- b. Possible amendment to Aerodrome Certificate or Aerodrome Certification Manual.
- c. Procedures for amending aerodrome certificate is in accordance to ECAR 139.115:
 - (a) ECAA may issue an amendment to the aerodrome operator according to either cases:
 - (1) Upon application by the certificate holder in case of a change in the use or operation of the aerodrome; using form ECAA Form 2002-4
 - (2) On the ECAA own initiative if it determines that safety in air transportation or air commerce and the public interest require the amendment.
 - (b) An applicant for an amendment to its aerodrome certification shall file its application with the ECAA at least 90 days before the proposed effective date of the amendment, unless a shorter filing period is allowed by the ECAA.
 - (c) At any time within 30 days after receiving a notice of refusal to approve the application for amendment, the certificate holder may petition the ECAA to reconsider the refusal to amend.
 - (d) In the case of amendments initiated by the ECAA, the ECAA notifies the certificate holder of the proposed amendment, in writing, fixing a reasonable period (but not less than 7 days) within which the certificate holder may submit written information, views, and arguments on the amendment.
 - (e) After taking the decision of amending the certificate, the ECAA notifies the certificate holder for amending the aerodrome certification manual, which is necessary, in order to maintain the accuracy of the information in the manual in accordance to ECAR 139-213. Amendments of the manual shall be accepted from the ECAA before their application.
 - (f) The amendment to certificate becomes effective not less than 30 days after the certificate holder receives notice of it.

Certificate Issue Check List

The Aerodrome Inspector must complete this checklist to ensure that each step of the aerodrome certification procedure is completed during issue of the aerodrome certification.

Tick each box to indicate the satisfactory completion of the task. Note the date against each box. Sign and date this form and file it on the aerodrome file when the process is complete.

1. Aerodrome file raised..... (File number: _____)
2. Application checked for completeness.
3. 2 copies of Aerodrome Manual provided by the applicant.
4. Operational safety considerations discussed with LACSI.
5. Applicant advised of any operational restrictions.
6. Quote prepared and sent to applicant.
7. Fee received from applicant and receipt issued.
8. Manual assessed.
9. Applicant assessed as able to operate the aerodrome.
10. Facilities assessed as acceptable by AI.
- 11 Facilities assessed as acceptable by LACSI.
12. Applicant advised of any deficiencies.
13. Quote reviewed and outstanding fees received (or refund paid).
14. Licence granted/refused.
15. Applicant advised of grant/refusal to grant and conditions.
16. Licence issued.
17. Manual endorsed and returned.
18. Internal ECAA notification completed.
19. AIS notification completed.
20. Notify reporting officers to ATS unit & AIP for airport registration

Signed: Date:/...../.....
Name: (LACSI)