

**AERODROME STANDARDS DIRECTIVE 103
(ASD 103)**

**VOLUME I
CERTIFICATION OF AERODROME**



**AERODROME STANDARDS DIVISION
CIVIL AVIATION AUTHORITY OF
MALAYSIA**

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CHAPTER 1. RULES

- 1.1 Civil Aviation (Aerodrome Operations) Regulations 2016 Regulation 6 requires person who operates aerodrome to hold a certificate of aerodrome issued by the Authority.
- 1.2 This Aerodrome Standards Directives published by the Authority unless otherwise indicated in a particular context, shall be applied in the certification of aerodromes.
- 1.3 The Authority shall be satisfied that the aerodrome conforms with Aerodrome Standards Directives (ASD), and that the aerodrome will offer a safe environment for the operation of the aircrafts that it is intended for and that the aerodrome operator has the necessary competence and experience to operate and maintain the aerodrome, before granting an aerodrome certificate.
- 1.4 Aerodromes with facilities or services which do not fully meet or deviates from ASD may still apply for certificate of aerodrome. However, the Authority, if and where permitted, may allow certification, after an aeronautical study has been conducted and an appropriate level of safety is assured, subject to certain conditions and procedures to be complied with by the aerodrome operator.

CHAPTER 2. APPLICABILITY

- 2.1 This ASD is applicable and prescribes rules governing the certification of aerodromes, in any state of Malaysia for Category 1, Category 2, Category 3 and Category 4 aerodromes.
- 2.2 Aerodrome of the armed forces are not subjected to the need for certification.

CHAPTER 3. AUTHORITY

- 3.1 The Authority for certification of aerodromes is the Civil Aviation Authority of Malaysia (CAAM).

CHAPTER 4. CERTIFICATION PROCESS

- 4.1 The certification process will ensure that certificate of aerodrome is issued, refused, or surrendered in a consistent manner.
- 4.2 The aerodrome certification process shall comprise but not limited to:
 - (a) Application.
 - (b) Assessment of application.
 - (c) Certification Audit.
 - (d) Audit Report.
 - (e) Remedial Action.
 - (f) Grant or Refusal.
 - (g) Promulgation in the AIP.
 - (h) Unannounced Audit / Non-schedule Audit

(a) Application

- 4.3 Application for a certificate of aerodrome shall be made to the Authority at the following address:

Civil Aviation Authority of Malaysia
Airport Standards Division
Level 1 Block Podium B
No 27 Persiaran Perdana Precinct 4
Federal Government Administration Offices
62518 Putrajaya.
Phone: 03-88714000
Fax: 03-88714335

4.4 The Applicant shall submit but not limited to:

- (a) Completed application form ASD103/Cert/APL1 (**Appendix I**)
- (b) Aerodrome Manual
- (c) Aerodrome Emergency Plan
- (d) Safety Management System (SMS) Manual
- (e) Wildlife Hazard Management Plan
- (f) Aerodrome Disabled Aircraft Removal Plan (ADARP)

4.5 The Authority may require other documentation to facilitate the assessment of application.

4.6 The application for the certificate of aerodrome shall be accompanied by the prescribed fee specified in the Civil Aviation (Fees and Charges) Regulation 2016.

4.7 The interval between application and grant of a certificate may depend upon matters within the control of the Applicant and no undertaking can be given that the Authority will be able to reach a decision within a particular time period.

(b) Assessment of Application

4.8 The initial assessment of application shall be based on information provided by Applicant in the form ASD103/Cert/APL1, and other documentation as required by the Authority.

4.9 The Aerodrome Manual is a fundamental requirement of the certification process and shall take the form and contains information as detailed in **Appendix II**.

4.10 The information presented in the Aerodrome Manual shall demonstrate that the aerodrome conforms to the certification standards and practices as specified in ICAO Annex 14 Standard and Recommended Practices (SARPS), ICAO Annex 19 SARPS and relevant ASDs and that there are no apparent shortcomings that would adversely affect the safety of aircraft operations. From the contents of the Aerodrome Manual, the Authority will assess the suitability of the aerodrome for proposed aircraft operations and to judge an Applicant's fitness to hold a certificate. Aerodrome Manual also refers to Heliport Manual.

4.11 The initial assessment of the application may include flight operations assessment by the Authority. The assessment will consider the proximity of the aerodrome to other aerodromes and landing sites; obstacles and terrain; any excessive operational restrictions requirements; any existing restrictions and controlled airspace; and any existing instrument procedures.

4.12 If the result of the initial assessment is negative, then there is no need to proceed any further and the Authority will inform the Applicant accordingly.

- 4.13 The Applicant may appeal to the Authority's decision and submit revised application.
- 4.14 The assessment, however, does not take into consideration land-use and environmental protection issues that may require approval of other authorities. The Applicant shall provide information regarding these approvals as detailed in the application form ASD103/Cert/APL1, where applicable.

(c) Certification Audit

- 4.15 Certification audit will only be conducted after the Authority has been satisfied with all the documentations submitted by the Applicant.
- 4.16 The Applicant will be notified the date when certification audit is to be conducted.
- 4.17 The Authority will carry out a detailed examination of the aerodrome. The certification audit is undertaken for the purpose of verifying the information provided in the Aerodrome Manual; and to physically check and assess the facilities, equipment, services and operational organization and ensure that they comply with ICAO Annex 14, Annex 19 SARPS and relevant ASDs.
- 4.18 Certification audit generally include the following steps:
- (a) Notification
Notification by Authority on the audit date.
 - (b) Pre-Audit Briefing
On-site briefing regarding audit procedure, scope of audit, audit time schedule and Applicant's personnel to be made available during audit.
 - (c) Pre-Audit Review
Audit of documentation and other standard operating procedures, preventive and corrective maintenance plans, maintenance records, AIPs, Aeronautical Charts, NOTAMS and other relevant documentation relating to safe and efficient operations of the aerodrome.
 - (d) Physical Audit
Audit on facilities, equipment, services and operational organization to assess compliance with ICAO Annex 14, Annex 19 SARPS and relevant ASDs.
 - (e) Night Audit
Only for aerodromes where operations are conducted at night or where an approach lighting system is provided.
 - (f) Post Audit Briefing
Where audit findings on documentations, facilities, equipment, services and operational organization are informed to the Applicant.
- 4.19 The Applicant shall allow the Authority access and inspect to any part of the aerodrome or any aerodrome facility, including equipment, records and documents, during the certification audit.
- 4.20 The Applicant shall cooperate and facilitate with the Authority in conduct of the certification audit, and relevant Applicant's personnel shall be made available to the Authority to facilitate the audit.

(d) Audit Report

- 4.21 The Authority will issue an audit report to the Applicant within thirty (30) days upon the completion of a certification audit.
- 4.22 The audit findings, if any, are registered in the Non-Compliance/Observation Report Form ASD103/Cert/IR (**Appendix III**).
- 4.23 Findings and shortcomings are classified as follows –
- (a) Major non-compliances
Findings that are recognized as necessary for the safety and efficiency of aircraft operations and immediate action by Applicant is required.
 - (b) Minor non-compliances
Findings that are recognized as necessary for the safety and efficiency of aircraft operations and immediate action by Applicant is encouraged.
 - (c) Observations
Findings that are recognized as desirable for the safety and efficiency of aircraft operations.

(e) Remedial Action

- 4.24 All non-compliances registered in an audit report, and which are stated and issued to the Applicant in the Non-Compliance/Observation Report Form ASD103/Cert/IR, will require corrective action by the Applicant.
- 4.25 Applicant shall state proposed corrective action plan in the Non-Compliance/Observation Report Form ASD103/Cert/IR and to be submitted to the Authority within thirty (30) days of the date of the audit report issued by the Authority.
- 4.26 The corrective action plan shall describe method(s) to be taken by the Applicant to address the non-compliance, the time duration required and the date which compliance will be achieved.
- 4.27 The Authority, upon receipt and evaluation of Applicant's corrective action plan, may or may not approve the plan. Where the plan suggested is not satisfactory or the time duration to correct the findings is considered unacceptable, the Authority will notify the Applicant to revise his corrective action plan.
- 4.28 A revised corrective action plan must be submitted to the Authority within fourteen (14) days of the notification by the Authority.
- 4.29 Regardless of the above, the Authority expects –
- (a) Major non-compliances on aerodrome facilities, equipment and services shall be immediately corrected by the Applicant; and
 - (b) Revision and amendment to correct deficiencies or discrepancies in the Aerodrome Manual and other operating procedures shall be submitted to the Authority within thirty (30) days of the date of the audit report issued by the Authority.

4.30 The Authority may conduct a follow-up audit to certify the non-compliances have been satisfactorily corrected.

(f) Grant or Refusal

4.31 The Authority must be satisfied that the aerodrome conforms with ICAO Annex 14, Annex 19 SARPS and relevant ASDs and that the aerodrome will offer a safe environment for the operation of the aircrafts that it is intended for and that the aerodrome operator has the necessary competence and experience to operate and maintain the aerodrome, before granting an aerodrome certificate.

4.32 An application for a certificate of aerodrome may be refused if –

- (a) Application form ASD103/Cert/APL1 not complete;
- (b) Required documentation not submitted with the application;
- (c) Corrective action plan are not submitted within the stipulated time;
- (d) Corrective action on non-compliances not done or revision to documentation not submitted within the stipulated time;
- (e) Corrective action plan(s) submitted are not satisfactory; or
- (f) Follow-up audit reveals that non-compliances are not satisfactorily rectified.

4.33 Where an application was unsuccessful, the Applicant shall be notified.

4.34 If the application is successful, an aerodrome certificate, incorporating conditions, as applicable, shall be granted to the Applicant. **(Appendix IV)**

(g) Promulgation in the AIP

4.35 Upon satisfactory completion of the certification process, the Applicant shall provide all the information about the aerodrome to the Aeronautical Information Services for publication in the Aeronautical Information Publication.

(h) Unannounced Audit / Non-scheduled Audit

4.36 The Authority retains the provision to conduct unannounced or non-scheduled audit for the purpose of continuous safety oversight and to ensure that certified aerodromes continue to comply with ICAO Annex 14, Annex 19 SARPS and relevant ASDs and other conditions and the requirements attached to the certificate issued by the Authority.

CHAPTER 5. CERTIFICATE HOLDER OBLIGATION

5.1 The grant of a certificate of aerodrome obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome.

5.2 The aerodrome operator shall comply with the ICAO Annex 14, Annex 19 SARPS and relevant ASDs issued by the Authority and with any conditions endorsed in the aerodrome certificate.

5.3 The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operations and maintenance. If the Authority or any other competent authority of the government requires relevant competency certification for the personnel, the aerodrome operator shall employ only those persons possessing such

certificates. The aerodrome operator shall implement a program to upgrade the competency of the personnel.

- 5.4 The aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual. The aerodrome operator shall ensure proper and efficient maintenance of the aerodrome facilities.
- 5.5 The aerodrome operator shall coordinate with the Air Traffic Services providers in order to be satisfied that appropriate air traffic services are available to ensure safety of aircraft on the maneuvering area and airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information services, designated meteorological authorities, and security.
- 5.6 The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and the responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
- 5.7 The aerodrome operator shall oblige all users of the aerodrome, including ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome, and to cooperate in the program to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have bearing on safety.
- 5.8 The aerodrome operator shall arrange for an audit of the safety management system, including an audit of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange for an external audit and audit program for evaluating other users, including ground handling agencies and other organization working at the aerodrome. The audits shall be carried out every six (6) months or less.
- 5.9 The aerodrome operator shall ensure that suitably qualified safety expert prepares the audit reports, including the report on aerodrome facilities, services and equipment. The aerodrome operator shall retain a copy of the audit report(s) for a period to be required by the Authority. A copy of the report(s) shall be submitted to the Authority for review and reference.
- 5.10 Personnel so authorized by the Authority may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the certificate of aerodrome is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome. The aerodrome operator shall allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel.
- 5.11 The aerodrome operator shall adhere to the requirements to notify and report to the Authority, air traffic control and pilots within the specified time limits:-
 - (a) the aerodrome operator shall review all Aerodrome Information Publications (AIPs), AIP Supplements, AIP Amendments, Notice to Airmen

(NOTAM), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the aerodrome;

- (b) the aerodrome operator shall notify AIS and the Authority in writing, at least sixty (60) days before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication;
- (c) the aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge: -
 - (i) obstacles, obstructions and hazards.
 - (a) any projection by an object through an obstacle limitation surface relating to the aerodrome; and
 - (b) the existence of any obstruction or hazardous conditions affecting aviation safety at or near the aerodrome.
 - (ii) reduction in the level of service at the aerodrome as set out in any of the AIS publication;
 - (iii) closure of any part of the movement area of the aerodrome; and
 - (iv) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
- (d) when it is not feasible for the aerodrome operator to arrange for the air traffic control or the flight operations unit to receive notification of the circumstances referred in the above paragraph, the operator must give immediate notice direct to the pilots who may be affected by circumstances; and
- (e) follow-up audit reveals that non-compliances are not satisfactorily rectified.

5.12 The aerodrome operator shall inspect the aerodrome, as circumstances require, to ensure aviation safety:

- (a) as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in Annex 13 to the Convention on International Civil Aviation;
- (b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
- (c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

5.13 The aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

CHAPTER 6. LIMITATIONS

- 6.1 The Authority may allow limitation, in writing to the aerodrome operator from complying with specific provisions of this Directive. A limitation is subject to the aerodrome operator complying with conditions and procedures specified by the Authority in the certificate of aerodrome as being necessary in the interest of safety.
- 6.2 When an aerodrome does not meet the requirement of ICAO Annex 14, Annex 19 SARPS or relevant ASDs, the Authority may determine, based on result of safety assessment, only and if where permitted by standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard and practices. Deviations from ICAO Annex 14, Annex 19 SARPS or relevant ASDs shall be set out in an endorsement on the certificate of aerodrome.

CHAPTER 7. DURATION OF CERTIFICATE

- 7.1 A certificate of aerodrome issued by the Authority shall remain valid for the period of two (2) years unless it is suspended, revoked, or surrendered

CHAPTER 8. RENEWAL OF CERTIFICATION

- 8.1 An application to renew a certificate of aerodrome shall be:
- (a) made in writing to the Authority and shall be made not less than sixty (60) days before the date of expiration of the certificate of aerodrome.
 - (b) in accordance with Chapter 4 in this Directive.

CHAPTER 9. SUSPENSION AND REVOCATION

- 9.1 The Authority may suspend or revoke the certificate granted at any time where the certificate holder fails to comply with the provisions set forth in the Civil Aviation Act, Civil Aviation (Aerodrome Operations) Regulations, Civil Aviation Regulations, Airport Standards Directives or for other grounds as set out in the Act.
- 9.2 The Authority may suspend or revoke the certificate where there is evidence of violation to the conditions set forth in the certificate or due to the negligence of procedures and practices contained in the Aerodrome Manual for that aerodrome.
- 9.3 The Authority may issue reminder and warning prior to suspension or revocation of certificate of aerodrome.

CHAPTER 10. SURRENDER OF CERTIFICATE

- 10.1 An aerodrome certificate holder shall give the Authority not less than ninety (90) days written notice of the date on which the certificate is to be surrendered. The Authority will issue a letter cancelling the certificate on the date as determined by the Authority.
- 10.2 If the aerodrome is to be closed to all traffic, the aerodrome operator shall take sufficient safety measures such as removal of windsocks and markings, the

provision of closed markings, unserviceability markers and such other visual aids as necessary.

- 10.3 The Aeronautical Information Services shall be advised by the certificate holder to take appropriate action regarding the closure of the aerodrome.

The Appendices to this Directive shall be taken, construed, read and be part of this Directive.

AHMAD NIZAR BIN ZOLFAKAR
Chief Executive Officer
Civil Aviation Authority of Malaysia
11 January 2019

APPENDIX I

**PERMOHONAN PERSIJILAN AERODROM
(APPLICATION FOR AERODROME CERTIFICATION)**



ASD103/CERT/APL1

New Application	
Renewal	

1. Particulars of Applicant

1.1 Name* : _____

1.2 Address : _____

1.3 Position : _____

1.4 Telephone : _____ **Fax** : _____

1.5 Is the Applicant the Owner of the Aerodrome Site? **YES / NO**

If NO, provide:

- [a] Details of Rights Held in Relation to the Site;
- [b] The period and/or dates Applicant holds these rights; and
- [c] Name and address of the owner of the site and written evidence to show permission has been obtained for the site to be used by the applicant as an aerodrome.

Note:

**Name of person[s], company or club designated as Aerodrome Operator and that will be responsible for giving effect to the conditions of the aerodrome certificate.*

2. Particulars of The Aerodrome site

2.1 Name of Aerodrome : _____

2.2 State : _____ **District** : _____

Lot No. : _____ **Plan No.** : _____

2.3 Geographical Coordinates of the ARP : Latitude : _____

Longitude : _____

2.4 Ground Elevation Aerodrome [meters] : _____

3. Aerodrome Operations

3.1 Is the aerodrome to be used by Public Transport Aircraft? YES / NO

3.2 Aerodrome operational hours : _____ hours

If not 24-hour operations, state;

[a] Opening time : _____

[b] Closing time : _____

3.3 Type of aircraft to be operated at the aerodrome:

[a] Aeroplanes YES / NO

[b] Helicopters YES / NO

[c] Microlights YES / NO

[d] Others (specify) : _____

3.4 The heaviest type of aircraft in reference to item 3.3:

[a] Aircraft type : _____

[b] Maximum Total Weight Authorized (kilograms) : _____

3.5 Expected number of movement per calendar month of heaviest aircraft type.

[One movement is one take-off or one landing]

_____ per month

3.6 Is aircraft fuelling expected to take place at the aerodrome? YES / NO

4. OBSTACLE CONTROL

4.1 Obstacle Limitation Surfaces

[a] Approach Slope : _____%

[b] Take-off Slope : _____%

[c] Transitional Slope : _____%

4.2 Is there a Controlled Area gazetted, under Civil Aviation Act 1969 Section IV, for the aerodrome? YES / NO

If YES, state

[a] Gazetted reference : _____

[b] Date of gazetted : _____

5. AIR TRAFFIC MANAGEMENT

5.1 Is the aerodrome located within controlled airspace? YES / NO

If YES, state

[a] Vertical Limits (feet) : _____

[b] Lateral Limit : _____

(In Reference to ARP)

5.2 Is Air Traffic Control service with licensed Air Traffic Controllers be provided at the aerodrome? YES / NO

[a] AFIS YES / NO

[b] NOTAM YES / NO

5.3 In reference to item 5.3, who is responsible to provide the services?

[a] AFIS : _____

[b] NOTAM : _____

6. LOCAL AUTHORITIES APPROVAL

6.1 Before submitting this application, the Local Authorities, should be consulted and their approval obtained.

[a] Local Authorities for land-use? YES / NO

[b] Certificate of Fitness? YES / NO

[c] Fire and Rescue Services Department approval? YES / NO

[d] Environmental Impact Assessment? YES / NO

7. DOCUMENTATION

7.1 Applicant shall submit together with this application form, the following:

[a] Aerodrome Manual;

[b] Aerodrome Emergency Plan (AEP);

[c] Safety Management Systems Manual (SMS);

[d] Aerodrome Wildlife Hazard Management Plan (AWHMP);

[e] Aerodrome Disabled Aircraft Removal Plan (ADARP);

All Document must be submitted in 1 hardcopy and softcopy (.pdf)

8. DETAILS TO BE SHOWN ON AERODROME CERTIFICATE

Aerodrome Name : _____

Aerodrome Operator : _____

9. CERTIFICATION

I hereby:-

[a] Apply for a certificate to operate the aerodrome (on behalf of the aerodrome operator above shown*)

[b] Certify that the foregoing information is correct in every respect and no relevant information has been withheld.

**Delete if not applicable*

.....
[Signature of Applicant]

.....
[Company stamp]

Name : _____

Position : _____

Date : _____

INFORMATION

[a] Before certificate of aerodrome is granted, the Authority will require to be satisfied that the physical conditions on the manoeuvring area and its environs are acceptable, that the scale of equipment and services are adequate, and that the aerodrome is organized, staffed and other arrangements sufficient to ensure the safe operations of the aerodrome. The requirements are set out in detail in the ICAO Annex 14 and the relevant Aerodrome Standards Directives published and issued by the Civil Aviation Authority of Malaysia (CAAM).

[b] Completed application form together with the necessary documentation required for the certification shall be submitted to Civil Aviation Authority of Malaysia (CAAM) at the following address:

CIVIL AVIATION AUTHORITY OF MALAYSIA
Airport Standards Division
Level 1, Blok Podium B
No. 27, Persiaran Perdana, Precinct 4
Federal Government Administration Offices
62518 PUTRAJAYA

APPENDIX II

CHECKLIST OF THE COMPONENTS OF AN AERODROME MANUAL

		YES	NO
1.	Introduction		
[a]	Purpose of the aerodrome manual.		
[b]	Legal position regarding aerodrome certification as contained in the applicable regulation.		
[c]	Distribution of the aerodrome manual.		
[d]	Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed		
[e]	Checklist of pages.		
[f]	Preface by license holder.		
[g]	Table of contents.		
[h]	Glossary of terms.		
	<i>Note.— This section will contain a short explanation of the general terms used in the aerodrome manual including job titles and abbreviations.</i>		
2.	Technical administration		
[a]	Name and address of the aerodrome.		
[b]	Name and address of the aerodrome operator.		
[c]	The name of the accountable executive.		
3.	Description of the aerodrome (aerodrome characteristics)		
[a]	Details of the following:		
	[i] latitude and longitude of the aerodrome reference point in World Geodetic System 1984 (WGS-84) format;		
	[ii] elevations of:		
	• aerodrome		
	• apron		
[b]	Plans showing the position of the aerodrome reference point, layout of the runways, taxiways and aprons; the aerodrome markings and lighting (including the precision approach path indicator (PAPI), the visual approach slope indicator system (VASIS) and obstruction lighting); and the siting of navigation aids within the runway strips. It will not be necessary for these plans or the information called for in subparagraphs c) to f) below to accompany all copies of the aerodrome manual, but they are to be appended to the license holder's master copy and to the copy kept with the State regulator. Operating staff are to be provided with scaled-down copies or extracts of plans relevant to their duties.		
[c]	Description, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are noted in the aeronautical publications.		
[d]	Procedures for ensuring that the plans are up to date and accurate.		
[e]	Data for, and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.		
[f]	Details of the surfaces, dimensions and classification or bearing strengths of runways, taxiways and aprons.		

4. **List of authorized deviations, if any.**

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5. **Operational procedures for:**

5.1 **Promulgation of aeronautical information**

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The system of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements.

5.2 **Control of access**

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Control of access to the aerodrome and its operational areas, including the location of notice boards, and the control of vehicles in the operational areas.

5.3 **Emergency planning**

--	--

[a] The aerodrome operator's arrangements in response to an emergency. These arrangements should take account of the complexity and size of the aeroplane operations.

--	--

[b] Description of actions to be taken by the aerodrome operator as part of plans for dealing with different emergencies occurring at the aerodrome or in its vicinity.

--	--

[c] Contact list of organizations, agencies and persons of authority.

--	--

[d] Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency.

--	--

[e] Reporting mechanism in the event of emergency.

--	--

[f] Details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests.

--	--

[g] Details of the exercises to test emergency plans, including the frequency of those exercises.

--	--

[h] Arrangements for personnel training and preparation for dealing with emergencies.

--	--

5.4 **Rescue and fire fighting (RFF) services**

[a] Policy statement on the RFF categories to be provided.

--	--

[b] Where the senior aerodrome fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the aerodrome manual.

--	--

[c] Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of any depletion.

--	--

[d] At aerodromes where a higher category of RFF is available by prior arrangement, the aerodrome manual should clearly state the actions necessary to upgrade the facility. Where necessary, this should include actions to be taken by other departments.

--	--

[e] The aerodrome operator's objectives for each RFF category provided should be defined, including a brief description of:

--	--

- amounts of extinguishing agents provided;
- discharge rates;
- number of foam-producing appliances;
- manning levels;
- levels of supervision.

- [f] Procedures for:
- monitoring the aeroplane movement areas for the purpose of alerting RFF personnel;

--	--
 - indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained;

--	--
 - indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected.

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- [g] Where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, and appliances with aerial capability, details should be included in the aerodrome manual. Procedures to be followed if these facilities are temporarily unavailable should also be included.

--	--
- [h] Where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome (perhaps water rescue), policies or letters of agreement should be included in the aerodrome manual. Where necessary, contingency plans in the event of non-availability should be described.

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- [i] A statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the following:
- realistic fuel fire training;
 - breathing apparatus training in heat and smoke;
 - first aid;
 - low visibility procedures (LVP);
 - any legal requirements;
 - health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment.
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- [j] Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed. Where difficult environs exist, the aerodrome manual should indicate how these are to be accessed.

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- [k] Where local authorities or the aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aeroplane RFF responses should be included.

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- [l] Where the aerodrome operator expects the RFF facility to respond to aeroplane accidents landside, the policy should be clearly described, including procedures to manage the effects on continued aeroplane operations.

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- [m] The availability of additional water supplies should be described.

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- [n] Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP.

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5.5 Inspections of the movement area

- [a] Routine aerodrome inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections.

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- [b] Inspecting the apron, runways and taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.

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- [c] Sweeping of runways, taxiways and aprons.

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- [d] Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways.

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- [e] Assessment and promulgation of runway surface conditions:
- details of inspection intervals and times;

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- completion and effective use of an inspection checklist;
- arrangements and methods for carrying out inspections on FOD, lighting, pavement surface, grassing;
- arrangements for reporting the results of inspections and for follow-up;
- arrangements and means of communication with air traffic control during an inspection;
- arrangements for keeping an inspection logbook and the location of the logbook.

5.6 Maintenance of the movement area

[a] Promulgation of information on the aerodrome operational state, temporary withdrawals of facilities, runway closures, etc.:

- arrangements for maintaining the paved areas, including the runway friction assessments;
- arrangements for maintaining the unpaved runways and taxiways;
- arrangements for maintaining the runway and taxiway strips;
- arrangements for maintaining aerodrome drainage;
- arrangements for maintaining the visual aids, including the measurement of intensity, beam spread and orientation of lights;
- arrangements for maintaining the obstacle lighting;
- arrangements for reporting and action taken in the event of failure or unsafe occurrence.

5.7 Snow and ice control, and other hazardous meteorological conditions

[a] Description of the procedures.

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5.8 Visual aids

[a] Responsibilities with respect to the aerodrome ground lighting system.

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[b] A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals.

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[c] Procedures for operational use and brilliancy settings of the lighting system.

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[d] Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations.

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[e] Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs.

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[f] The location of and responsibility for obstacle lighting on and off the aerodrome.

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[g] Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.

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[h] The control of work, including trenching and agricultural activity, which may affect the safety of the aeroplane.

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5.9 Apron management

[a] Arrangements between air traffic control, the aerodrome operator and the apron management unit.

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[b] Arrangements for allocating aeroplane stands.

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[c] Arrangements for initiating engine start and ensuring clearance of aeroplane pushback.

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5.10 Apron safety management

[a] Means and procedures for jet blast protection.

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[b] Arrangements of safety precautions during aeroplane refuelling operations.

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[c] Arrangements for apron sweeping and cleaning.

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[d] Arrangements for reporting incidents and accidents on an apron.

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[e] Arrangements for assessing the safety compliance of all personnel working on the apron.

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[f] Arrangements for the use of advanced visual docking systems, if provided.

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5.11 Vehicles on the movement area

[a] Details of the applicable traffic rules (including speed limits and the means of enforcing the rules).

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[b] Method and criteria for allowing drivers to operate vehicles on the movement area.

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[c] Arrangements and means of communicating with air traffic control.

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[d] Details of the equipment needed in vehicles that operate on the movement area.

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5.12 Wildlife hazard management

[a] Arrangements and method for dispersal of bird and other wildlife.

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[b] Measure to discourage birds and other wildlife.

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[c] Arrangements for assessing wildlife hazards.

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[d] Arrangements for implementing wildlife control programmes.

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5.13 Obstacles

[a] Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).

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[b] Arrangements for controlling new developments in the vicinity of aerodromes.

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[c] The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.

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[d] Arrangements for removal of an obstacle.

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5.14 The removal of a disabled aeroplane

[a] Details of the capability for removal of a disabled aeroplane.

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[b] Arrangements for removing a disabled aeroplane, including the reporting and notifying procedures and liaison with ATC.

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5.15 Dangerous goods

[a] Arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods.

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5.16 Low visibility operations

[a] Obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility.

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[b] Protection of runways during LVP if such operations are permitted.

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[c] The arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area.

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5.17 Protection of sites for radar, navigation aids and meteorological equipment

[a] Description of the areas to be protected and procedures for their protection.

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6 Safety management system (SMS)

[a] Safety policy.

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[b] Operator's structure and responsibility. This should include:

- the name, status and responsibilities of the accountable executive;
- the name, status and responsibilities of the safety manager;
- the name, status and responsibilities of other senior operating staff;
- the name, status and responsibilities of the official in charge of day-to-day operations;
- instructions as to the order and circumstances in which the above-named staff may act as the official in charge or accountable executive;
- an organizational chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibility for safety management.

[c] Training.

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[d] Complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.

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[e] Hazard analysis and risk assessment.

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[f] The management of change.

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[g] Safety criteria and indicators.

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[h] Safety audits.

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[i] Documentation.

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[j] Safety-related committees.

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[k] Safety promotion.

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[l] Responsibility for monitoring the contractors and third parties operating on the aerodrome.

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APPENDIX III

NON-COMPLIANCE/OBSERVATION REPORT FORM

Form ASD103/Cert/IR



NON-COMPLIANCE/OBSERVATION REPORT FORM		Report No./.....
<p style="text-align: center;"><u>STATUS</u></p> <p><input type="checkbox"/> MAJOR</p> <p><input type="checkbox"/> MINOR</p> <p><input type="checkbox"/> OBSERVATION</p>	Name of CAAM Aerodrome Inspector:	Reference No/Document:
	Date of Inspection:	Name of Aerodrome Operator:
	Procedure / Facility Title:	

<p>NON-COMPLIANCE DETAILED INFORMATION (To be filled by CAAM Aerodrome Inspector)</p>	<p>Aerodrome Inspector (Signature)</p> <p>Director Aerodrome Standards, CAAM (Signature)</p>
<p>CORRECTIVE ACTION DETAILED INFORMATION (To be filled by Aerodrome Manager)</p>	<p>Aerodrome Manager: (Signature)</p> <p>Corrective Action Deadline:</p>
<p>FOLLOW-UP INSPECTION DETAILED INFO (To be filled by CAAM Aerodrome Inspector)</p>	<p>Director Aerodrome Standards, CAAM (Signature)</p>



CIVIL AVIATION AUTHORITY OF MALAYSIA

CERTIFICATE OF AERODROME

AD103/CERT/.....

.....
NAME OF AERODROME

.....
VALIDITY PERIOD

This Certificate of Aerodrome is issued pursuant to Civil Aviation (Aerodrome Operations) Regulations 2016 and Aerodrome Standards Directive (ASD) 103 by the Civil Aviation Authority of Malaysia to certify that the Aerodrome Operator [name of operator] has complied with the requirements of Civil Aviation (Aerodrome Operations) Regulations 2016 and ASD 103.

The Civil Aviation Authority of Malaysia may suspend, revoke or vary this Certificate of Aerodrome at any time if the Aerodrome Operator fails to comply with the requirements of Civil Aviation (Aerodrome Operations) Regulations 2016 and ASD 103.

.....
CHIEF EXECUTIVE OFFICER

.....
DATE OF ISSUE

Note: This certificate shall be retained at the respective Aerodrome

AERODROME OPERATIONAL CONDITIONS

1. AERODROME CLASSIFICATION :
2. AERODROME TYPE :
3. ICAO LOCATION INDICATOR :
4. AERODROME REFERENCE CODE :
5. TYPES OF APPROACHES :
6. OPERATIONAL HOURS :
7. CONDITION TO OPERATE :
8. FLIGHT RESTRICTIONS
[i] FLIGHT RULES :
[ii] HEAVIEST AIRCRAFT TYPE :
[iii] MAXIMUM TAKE-OFF WEIGHT [kg.] :
9. ARP COORDINATES :
RUNWAY
[i] ORIENTATION :
[ii] SURFACE TYPE :
[iii] LENGTH [meters] :
[iv] WIDTH [meters] :
[v] DESIGNATOR :
[vi] TORA :
[vii] TODA :
[viii] ASDA :
[ix] LDA :
10. PHYSICAL CHARACTERISTICS
[HELIPORTS ONLY]
[i] FATO / TLOF [meters] :
[ii] SAFETY AREA [meters] :
[iii] TOUCHDOWN/LIFT-OFF AREA :
11. AERODROME LIGHTING :
12. AFRS FACILITIES :
13. MEDICAL SERVICES :
14. AIR-GROUND COMMUNICATION :
15. OPERATOR ADDRESS :
[TELEPHONE / FACSIMILIE / E-MAIL] :

CONDITIONS OF CERTIFICATION

- i. The aerodrome use shall be limited to heaviest aircraft type defined in this Certificate.
- ii. No aircraft shall take-off or land at the aerodrome unless such fire-fighting and rescue services, medical services and other services detailed in this Certificate are available.
- iii. The Aerodrome Operator shall notify the Civil Aviation Authority of Malaysia of any changes to the landing area, facilities, equipment or services detailed in this Certificate.
- iv. The Aerodrome Operator shall notify the Civil Aviation Authority of Malaysia of any change in the obstruction characteristics of the approach, take-off or transitional areas of the aerodrome.
- v. Any public right of way of crossing or bordering the landing area shall be adequately sign-posted with notices warning the public of the danger from aircraft.
- vi. The Aerodrome Operator shall submit to the Civil Aviation Authority of Malaysia annual report on aerodrome operational status