

	AERODROME STANDARDS DIVISION AERODROME CERTIFICATION APPLICATION FORM	CAAM/ASD/COA/1
--	--	----------------

About this Application Form:

This form is approved by the Civil Aviation Authority of Malaysia (CAAM) for the issuance of specific approvals. The application form is made up of four (4) sections as follows:

- 1) Section A – Details of the applicant
- 2) Section B – Details of aerodrome site
- 3) Section C – Details of aerodrome
- 4) Section D – Applicants declaration

Guidelines for Completing this Application Form:

All applicants shall fill all sections of this application form. All information will be used to assess if the applicant is entitled to a Certificate of Aerodrome. An incomplete, poorly prepared or inaccurate application may:

- Result in rejection of the application
- Result in delays
- Result in a refusal to issue a certificate of aerodrome

Giving false or misleading information is an offence under Regulation 67(1)(c) of the Civil Aviation (Aerodrome Operations) Regulations 2016.

If the form is filled by hand, use block letters and either a black or blue ballpoint pen. Some questions contain check boxes or columns to be ticked, annotate with a 'X' where appropriate (e.g. columns where there is a YES/NO option). This information is used by the Aerodrome Standards Division when going through the application package.

Required Documentation Supporting this Application:

- 1) CAAM/ASD/AM/001 –
- 2) Aerodrome Manual
- 3) Aerodrome Emergency Plan (AEP)
- 4) Safety Management System Manual (SMS)
- 5) Aerodrome Wildlife Hazard Management Plan (AWHMP)
- 6) Aerodrome Disabled Aircraft Removal Plan (ADARP)
- 7) Proof of payment

Note. – All documents are to be prepared and made readily available to process this application in electronic format. CAAM may request for hard copies if required.



**AERODROME STANDARDS DIVISION
AERODROME CERTIFICATION
APPLICATION FORM**

CAAM/ASD/COA/1

Section A – Details of the applicant

Applicant type:		Certificate of Aerodrome No.: <i>(if applicable)</i>	
	New Certification		
	Renewal		
	Variation		
Name of Aerodrome Operator <i>(reflected on Aerodrome Certificate)</i>			
Phone		Fax	
Registered Address			
		City	
		State	Postcode

Details of the person that you wish CAAM to contact in relation to this application

Full Name			
Phone		Mobile	
Email			

Section B – Details of the aerodrome site

Name of Aerodrome <i>(this will be reflected on the aerodrome certificate)</i>			
State		Lot No.	
District		Plan No.	
Geographical Coordinates of ARP	Latitude		
	Longitude		
Ground Elevation Aerodrome (Meters)			



**AERODROME STANDARDS DIVISION
AERODROME CERTIFICATION
APPLICATION FORM**

CAAM/ASD/COA/1

Section C – Details of aerodrome				
1. Aerodrome operations				
Is the aerodrome to be used by public transport aircraft	YES		NO	
Aerodrome operational hours (Only if not 24 – hours operations, state opening time and closing time)	24 – hours operations		YES	
			NO	
	Opening time			
	Closing time			
2. Type of aircraft to be operated at the aerodrome				
Aeroplane		Helicopter		Microlight
Other (<i>Specify</i>):				
3. The heaviest type of aircraft in reference to the type of aircraft to be operated				
Aircraft type				
Maximum total weight authorised (kg)				
Expected Number of movements per calendar month of the heaviest aircraft type. (<i>one movement is one take-off or one landing</i>)	_____ Per Month			
4. Obstacle control				
Obstacle Limitation Surfaces	Approach Slope		%	
	Take – off Slope		%	
	Transitional Slope		%	
Is there a controlled area gazetted, under Civil Aviation Act 1969 Section IV, for the aerodrome			YES	
			NO	
If YES, state	Gazetted reference			
	Date Gazetted			

	AERODROME STANDARDS DIVISION AERODROME CERTIFICATION APPLICATION FORM	CAAM/ASD/COA/1
--	--	----------------

5. Local authorities' approval (Before submitting this application, the local authorities, must be consulted (where applicable) and their approval obtained)				
	YES	NO	N/A	
Local authorities for land – use				
Certificate of Completion and Compliance				
Fire and rescue services department approval				
Environmental impact assessment				
6. Air Traffic Management				
Is the aerodrome located within controlled airspace?	YES			
	NO			
If YES, state <i>(in reference to ARP)</i>	Vertical Limits (feet)			
	Lateral Limit			
Is the Air Traffic Control services with licenced Air Traffic Controllers be provided at the aerodrome?	YES		NO	
Aerodrome Flight Information Service (AFIS)	YES		NO	
NOTAM	YES		NO	
In reference to the above who is responsible to provide the services for AFIS and NOTAM	AFIS			
	NOTAM			



Section D – Applicants Declaration

Declaration

1. I declare and undersign below that the statements, answers and attachments provided in this application form is true and correct to the best of my knowledge in accordance with Civil Aviation (Aerodrome Operations) Regulations 2016 and Civil Aviation Directives (CADs).

Giving false or misleading information is an offence under Regulation 67(1)(c) of the Civil Aviation (Aerodrome Operations) Regulations 2016.

2. I understand that processing the application may be delayed if:
 - The application does not accurately and completely identify my/our requirements; or
 - The details in this application are subsequently changed; or
 - Adequate supporting documentation has not been provided.
3. I understand and agree that for CAAM to proceed with this application, I must:
 - Accept the cost as per Civil Aviation (Fees and Charges) Regulations; and
 - Forward the prescribed payment; and
 - Forward all supporting documentation as required by the specific approval being applied for.
4. I understand that 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 organised, staffed and other arrangements sufficient to ensure the safe operations of the aerodrome. The requirements are set out in detail in the respective Civil Aviation Directives, Civil Aviation (Aerodrome Operations) Regulations 2016 and any relevant publications issued by the Civil Aviation Authority of Malaysia (CAAM) in relation to this application.

Note. – CAAM may send materials/responses relating to this application by email or by mail.

Name of Applicant		Signature		Date	
-------------------	--	-----------	--	------	--



**AERODROME STANDARDS DIVISION
AERODROME CERTIFICATION
APPLICATION FORM**

CAAM/ASD/COA/1

FOR CAAM USE ONLY

Date of Initial application Received by administrator	 Name & Signature of CAAM Personnel
Fee payable		
Cash / Credit Card		
Receipt No.		

Subject	Responsible Person	Date	Name & Signature
Application Form and application package checked for completeness.			
Approval process administratively completed <i>(Billing, and issuance/exchange of Certificates).</i>			
Approved (if no, state reasons below)	YES		NO

Final report (Attach extra sheet(s) if required):

Name of CAAM Director of Aerodrome Standards		Signature		Date	
--	--	-----------	--	------	--



**AERODROME STANDARDS DIVISION
AERODROME CERTIFICATION
APPLICATION FORM**

CAAM/ASD/COA/1

CAAM Record and Filing

1	File Reference No.:		
2	Filing Date:		
3	Database update date (<i>if applicable</i>):		
4	Compilation of ASD documents	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Comment(s) (<i>if any</i>):		
Administrative Officer Name/Stamp		Administrative Officer Signature	Date