

# Schedule 21

## Aerodrome Certification & Operation

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## **SUBPART A: GENERAL**

### **21.01 APPLICABILITY**

- (a) This Schedule prescribes the requirements of the Commonwealth of The Bahamas for certification of aerodromes and the operations and operators of these aerodromes.
- (b) This Schedule is applicable to persons and organizations that operate aerodromes within The Bahamas and the persons performing duties on their behalf.
- (c) The requirement for aerodromes certification shall apply to—
  - (1) Aerodromes that serve internationally scheduled air carrier operations in aircraft with more than 30 seats;
  - (2) Aerodromes that serve internationally scheduled air carrier operations in aircraft with more than 9 seats but less than 31 seats, and making more than 100 movements per month; and
  - (3) Any other aerodrome, where the Director is of the opinion that it meets the requirements necessary for the issuance of an aerodrome certificate.
- (d) The requirement for aerodrome certification shall not apply to aerodromes at which air carrier passenger operations are conducted only because the aerodrome has been designated as an alternate aerodrome.
- (e) Aerodromes exempted from the requirement for certification under Section 21.195 are aerodromes for which—
  - (1) The Director has written an exemption; and
  - (2) An equivalent level of safety is defined.
- (f) The Standards and, where necessary, Recommended Practices from ICAO Annex 14 Volume 1 are published by the Authority as an Implementation Standards 21 document, and shall be applicable to the construction, operations and certification of aerodromes in The Bahamas. Additional aerodrome procedures and guidance material produced by the Authority will also be applicable to all certified aerodromes.
- (g) The certification and operating requirements described in this Schedule shall—
  - (1) Conform to the standards prescribed by the Authority to implement the ICAO Annex 14, Volume 1, Standards and, where necessary, Recommended Practices;
  - (2) Implement the guidance from ICAO Document 9774, (Manual on Certification of Aerodromes); and ICAO Document 9981 (Procedure for Air Navigation Services Aerodromes); and
  - (3) Form the basis for a judgment on the potential suitability of the aerodrome to be certificated, licenced and operated, taking into account the scale and scope of the flying activity which is to take place there.
- (h) For aerodromes that are to be licenced for public-use by the Authority but are not to be certificated and for all those aerodromes to be registered, the Authority shall publish specific guidance material for use by aerodrome owners/ operators and for the Authority in granting any operating licence.

### **21.05 DEFINITIONS**

- (a) For the purpose of this Schedule, the following definitions apply—

**Aerodrome** means a defined area on land or water, including any building, installations and equipment, intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.

**Aerodrome certificate.** A certificate issued by the appropriate Authority under applicable regulations for the operation of an aerodrome.

**Aerodrome facilities and equipment** means facilities and equipment, inside or around the boundaries of an aerodrome, that is constructed or installed and maintained for the arrival, departure, and surface movement of aircraft.

**Aerodrome Manual** means the manual that forms part of the application for an Aerodrome Certificate pursuant to this Schedule, including any amendments thereto accepted and approved by the Authority.

**Aerodrome operator** means the owner or provider of an aerodrome that is certified for operations by the Authority.

**Aeronautical Information Publication** means a publication issued by or with the approval of the Authority and containing aeronautical information of a lasting character essential to air navigation.

**Aeronautical Information Service** means a service established within The Bahamas responsible for the provision of aeronautical information and data necessary for the safety, regularity and efficiency of air navigation.

**Aeronautical study** means a study of an aeronautical problem to identify possible solutions and select a solution that is acceptable without degrading safety.

**Apron** means a defined area on an aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

**Certified aerodrome** means an aerodrome whose operator has been granted an Aerodrome Certificate by the Authority.

**Convention** means the Convention on International Civil Aviation signed in Chicago in 1944.

**International aerodrome** means any aerodrome designated by The Bahamas as an aerodrome of entry and departure for international air traffic.

**Maneuvering area** means that part of an aerodrome to be used for the take-off, landing, and taxiing of aircraft, excluding aprons.

**Marker** means an object displayed above ground level in order to indicate an obstacle or delineate a boundary.

**Marking** means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

**Maximum carrying capacity** In relation to an aircraft means, the maximum passenger seating capacity, or the maximum payload permitted under the aircraft's certificate of type approval.

**Maximum passenger-seating capacity** In relation to an aircraft means, the maximum number of seats for passengers permitted under the aircraft's certificate of type approval.

**Movement area** means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

**Non-instrument runway** means a runway intended for the operation of aircraft using visual approach procedures or an instrument approach procedure to a point beyond which the approach may continue in visual meteorological conditions.

**Obstacle** means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that—

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

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

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

**Runway strip** means a defined area including the runway and stopway, intended to—

- (i) Reduce the risk of damage to aircraft running off a runway; and
- (ii) Protect aircraft flying over it during take-off or landing operations.

**Safety Management System** means a system for the management of safety at aerodromes, including the organisation structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of, the aerodrome.

**Taxiway strip** means an area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

**Unserviceable area** means a part of the movement area that is unfit and unavailable for use by aircraft.

**Work Area** means a part of an aerodrome in which maintenance or construction works are in progress.

**Wildlife hazard** means a potential for damage to aircraft through collision with birds or animals on or near an aerodrome.

## **21.06 ACRONYMS & ABBREVIATIONS**

<b>ADOC</b>	Aerodrome Certificate
<b>AIP</b>	Aeronautical Information Publication
<b>AIS</b>	Aeronautical Information Service
<b>ARC</b>	Aerodrome Reference Code
<b>ARP</b>	Aerodrome Reference Point
<b>NOTAM</b>	Notice to Airmen
<b>PCN</b>	Pavement Classification Number
<b>RFFS</b>	Rescue and Fire Fighting Service
<b>SMS</b>	Safety Management System

## **21.10 GENERAL REQUIREMENTS & PROHIBITIONS**

- (a) No person may provide aerodrome services unless they are provided in accordance with—
  - (1) the requirements of this Schedule;
  - (2) any implementation standards prescribed by the Authority; and
  - (3) if issued, the specifications related to the applicable Aerodrome Certificate .
- (b) No aircraft operator shall, except with the approval of the aerodrome operator, park or abandon used or unused aircraft on the movement areas of the aerodrome.
- (c) No person shall, except with the approval of the aerodrome operator—
  - (1) Drive a vehicle into restricted areas of the aerodrome or the terminal building; or
  - (2) Obstruct an entrance to or passage in the terminal building in such a manner as to inconvenience other aerodrome users.
- (d) No person shall, on an aerodrome—
  - (1) Obstruct or interfere with the authorised use of the aerodrome;
  - (2) Obstruct any employee of the aerodrome operator acting in the execution of his duty in relation to the aerodrome;
  - (3) Throw, leave, or drop anything capable of causing injury to any person or damage to property;
  - (4) Dump any waste matter whatsoever elsewhere other than a place designated and approved for the purpose by the aerodrome operator;
  - (5) Commit any nuisance, disorderly or indecent act, write, draw or affix any profane, obscene or abusive materials on an aerodrome;
  - (6) Spill or release substances capable of causing air, water, or soil pollution.
- (e) No person shall, except with the approval of the aerodrome operator, interfere or tamper with any area of the aerodrome or any equipment associated with the operation of the aerodrome to—
  - (1) Trespass or gain access through restricted structures;
  - (2) Carry out trade of any level and magnitude including foreign exchange;

- (3) Advertise in the aerodrome;
  - (4) Handle passengers and baggage or confront passengers and aerodrome users for unsolicited service; or
  - (5) Supply any fuel to any aircraft except at a place and in a manner approved by the aerodrome operator.
- (f) The aerodrome operator shall, subject to any approval granted under paragraph (e), comply with such conditions as the aerodrome operator may impose in order to safeguard the safety of persons and property on the aerodrome.

### **21.15 RESTRICTIONS**

- (a) The Authority may impose restrictions as to the use of an aerodrome and may limit or totally prohibit the operation of any aircraft—
- (1) Not equipped with radio equipment; or
  - (2) Where the radio equipment is not compatible with the radio equipment installed for the control of air traffic at such an aerodrome, if the Authority is satisfied that such restriction, limitation, or prohibition is necessary in the interest of aviation safety.
- (b) The Authority may restrict or prohibit flights by night from or at any aerodrome—
- (1) At which adequate facilities for night flights are lacking; or
  - (2) Where the terrain or other objects in the vicinity of the aerodrome could cause a hazard to the operation of aircraft used in night flights.

### **21.20 WILDLIFE MANAGEMENT**

- (a) To support The Bahamas' State Safety Programme (SSP) and to address the aviation wildlife hazard at and near to aerodromes, The Bahamas shall establish a National Wildlife Management Programme.

### **21.30 OBSTACLE LIMITATION**

- (a) A person shall notify the Authority of any proposed—
- (1) High-rise construction or alteration above the ground level at its site;
  - (2) Construction or alteration which extends above an obstacle limitation surface prescribed in ICAO Document 9184 (Airport Planning Manual), and associated guidance material;
  - (3) Highway, or other transverse way for mobile objects of which if adjusted upwards 4.8m for roads and highways, the height of the highest mobile object that would traverse the road, will exceed the standards of this Schedule;
  - (4) Construction or alteration on any—
    - (i) Aerodrome or landing facility; or
    - (ii) Aerodrome under construction that is the subject of a notice or proposal on file with the Authority.
- b) The Authority shall conduct an aeronautical study of any construction or alteration for which a notice is submitted under this regulation to determine the effect of the proposal upon the operation of air navigation facilities and the safe and efficient use of the navigable airspace.
- (c) The aeronautical study may include the physical and electromagnetic radiation effect the proposal may have on the operation of an air navigation facility.
- (d) An aerodrome operator shall ensure that obstacle limitation surfaces are established for the aerodrome in accordance with the standards in the Implementation Standards 21 document.
- (e) An aerodrome operator shall—
- (1) Take all reasonable measures to ensure that obstacles at, or within the vicinity of, the aerodrome are detected as quickly as possible;
  - (2) If the operator becomes aware of the presence of an obstacle—

- (i) Report it to the NOTAM office immediately; and
  - (ii) Provide the NOTAM office details of the height and location of the obstacle and amended declared distances and gradients, if applicable.
- (3) If the operator becomes aware of any development or proposed construction near the aerodrome that is likely to create an obstacle—
  - (i) Report it to the Authority as soon as practicable; and
  - (ii) Provide the Authority details of the likely obstacle.
- (f) A person who proposes to construct a building or structure the top of which will be 110 metres or more above ground level shall inform the Authority of such intention and the proposed height and location of the building or structure.
- (g) The Authority shall follow procedures to review obstacle limitations as defined in the appropriate Advisory Circular.

### **21.35 REGISTER OF AERODROMES**

- (a) The Authority shall maintain a register of all aerodromes in The Bahamas, as required by Section 36 of the Civil Aviation Act 2016.
- (b) The register shall contain the following details—
  - (1) the full name and, if any, the trade name of the aerodrome operator;
  - (2) the postal address of the aerodrome operator;
  - (3) the name and the location of the aerodrome;
  - (4) the file reference number of the initial and each subsequent safety inspection record and audit report in respect of each aerodrome;
  - (5) the nationality of the aerodrome operator; and
  - (6) if the aerodrome has been certificated by the Authority, the date of issuance and the number assigned by the Authority; and
  - (7) if any exemptions from the regulations and standards for aerodromes have been issued, each exemption.
- (c) The details referred to in paragraph (b) shall be recorded in the register within 7 days from the date on which the registration document was issued by the Authority and updated within 7 days of any amendment.
- (d) The Authority shall furnish a copy of the register to any person who requests a copy.

## **SUBPART B: AERODROME CERTIFICATION**

### **21.40 GENERAL**

- (a) Prior to the granting of an Aerodrome Certificate, the Authority shall conduct certification processes, including inspections of the aerodrome, facilities and equipment, to determine the extent to which its facilities and its operational procedures meet the licensing requirements.
- (b) In making its assessment and determination, the Authority shall adopt as flexible an approach as is consistent with the achievement and maintenance of a satisfactory level of safety and shall—
  - (1) assess the aerodrome's infrastructure;
  - (2) audit the aerodromes management of safety; and
  - (3) assess the competence of those persons responsible for safety.
- (c) The Aerodrome Manual shall be a key document in the assessment process and the Authority shall assess the current level of flying at the aerodrome and any anticipated change in activity against the facilities provided in order to be satisfied that the aerodrome and the airspace within which its visual traffic pattern is contained are safe for use.
- (d) The Authority shall, as a result of the Authority audit, produce a report to the aerodrome operator which shall list non-compliance items and detail other issues that may affect safety at the aerodrome.

#### **21.45 REQUIREMENT FOR AERODROME CERTIFICATE**

- (a) In accordance with Section 21.015, except under the authority and pursuant to the provisions of an Aerodrome Certificate issued for that aerodrome under this Schedule, no person shall operate —
- (1) an international aerodrome serving scheduled air carrier operations in aircraft with more than 30 seats;
  - (2) an international aerodrome serving scheduled air carrier operations in aircraft with more than 9 seats but less than 31 seats and making more than 100 movements per month; and
  - (3) any other aerodrome, where the Director is of the opinion that it meets the requirements necessary for the issuance of an aerodrome certificate.
- (b) The operator of an aerodrome may, notwithstanding that an Aerodrome Certificate is not required for such aerodrome, apply for an Aerodrome Certificate and pay the prescribed fee.

#### **21.50 APPLICATION FOR AERODROME OPERATOR CERTIFICATE**

- (a) An application for the issuance of an Aerodrome Certificate or an amendment thereto, shall be made in the form and manner prescribed by the Authority and accompanied by—
- (1) the operator's Aerodrome Manual;
  - (2) the plans of the aerodrome;
  - (3) an environment impact assessment report;
  - (4) proof that the applicant is financially capable of operating the aerodrome;
  - (5) details of non-compliance with, or deviations from, the requirements prescribed in this Schedule; and
  - (6) the appropriate airspace classification requirements.
- (b) The fee prescribed for an application shall be submitted for processing as determined by the Authority.

#### **21.55 GRANT OF AERODROME CERTIFICATE**

- (a) The Authority shall grant an Aerodrome Certificate to an applicant if—
- (1) the aerodrome facilities, services and equipment are in accordance with the standards specified by the Authority;
  - (2) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
  - (3) an Aerodrome Manual has been prepared for the aerodrome and contains all the relevant information;
  - (4) the applicant and his staff have the necessary competence and experience to be able to operate and maintain the aerodrome satisfactorily; and
  - (5) an acceptable Safety Management System (SMS) is in place at the aerodrome.

#### **21.60 REFUSAL TO GRANT A N AERODROME CERTIFICATE**

- (a) The Authority shall, where the Authority refuses to grant an Aerodrome Certificate to an applicant, give the applicant a written notice stating the reasons for the refusal not later than 14 days after the date of refusal.

#### **21.65 DURATION OF A N AERODROME CERTIFICATE**

- (a) An Aerodrome Certificate issued under this Schedule is effective until it is surrendered by the certificate holder or is suspended or revoked by the Authority.

#### **21.70 CERTIFICATE ENFORCEMENT, SUSPENSION OR CANCELLATION**

- (a) The Authority may, by written notice given to the aerodrome operator, modify, suspend or revoke a certificate if it reasonably determines that—
- (1) a condition to which the certificate is subject has been breached;
  - (2) the aerodrome facilities, operations or maintenance are not of the standard necessary in the interests of the safety of air navigation; or
  - (3) there are other conditions, actions or inactions that question the ability of the aerodrome operator to ensure safe aerodrome operations.



- (b) An order of suspension or revocation shall, except in an emergency requiring immediately effective action, be preceded by notice and an opportunity to be heard in accordance with the procedures in Schedule 1 and such notice shall—
- (1) set out the facts and circumstances that, in the opinion of the Authority, would justify the enforcement action, suspension or cancellation;
  - (2) invite the operator to show cause, in writing, within 14 days after the date of the notice, why enforcement action, suspension or cancellation should not take place; and
  - (3) take into account any written submission that the holder makes to the Authority within the time allowed.

#### **21.75 TRANSFER OF AN AERODROME CERTIFICATE**

- (a) An Aerodrome Certificate shall not be transferable.

#### **21.80 SURRENDER OF AN AERODROME CERTIFICATE**

- (a) An aerodrome operator desiring to surrender his certificate shall give the Authority 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.
- (b) The Authority shall cancel the certificate on the date specified in the notice.

#### **21.85 ENDORSEMENT OF CONDITIONS OF AERODROME CERTIFICATE**

- (a) The Authority, when granting an Aerodrome Certificate, shall endorse the conditions for the type and use of the aerodrome and other details in the Aerodrome Certificate.

#### **21.90 AMENDMENT OF AN AERODROME CERTIFICATE**

- (a) Subject to the requirements of this Subpart, the Authority shall amend an Aerodrome Certificate when—
- (1) there is a change in—
    - (i) the ownership or management of the aerodrome;
    - (ii) the use or operation of the aerodrome;
    - (iii) the boundaries of the aerodromes; or
  - (2) the Aerodrome Certificate holder requests an amendment to the ADOC.

### **SUBPART C: AERODROME MANUAL**

#### **21.95 PURPOSE & SCOPE**

- (a) The Aerodrome Manual shall be—
- (1) a fundamental requirement of the aerodrome certification process and all pertinent information concerning the aerodrome site, facilities, services, equipment, operating procedures, organisation and management including the safety management system shall be included in the Aerodrome Manual;
  - (2) a reference document providing a check-list of aerodrome certification standards that must be maintained and the level of airside services at the aerodrome. Information provided in the Aerodrome Manual will enable the Authority to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's fitness to safely operate the aerodrome;
  - (3) a basic reference guide for conducting site inspections, for granting an Aerodrome Certificate and for subsequent safety inspections as it is a reference document agreed between the aerodrome operator and the Authority with respect to the standards, conditions and the level of service to be maintained at the aerodrome; and
  - (4) a living document, subject to amendment in order to ensure that it provides current and accurate information and the aerodrome operator shall be responsible for keeping it current and for obtaining approval by the Authority in respect of any proposed amendments.

### **21.100 PREPARATION OF THE AERODROME MANUAL**

- (a) The operator of a certified aerodrome shall develop and maintain a document identified as the Aerodrome Manual, containing pertinent information about the aerodrome for easy reference and validation of aerodrome certification.
- (b) The Aerodrome Manual shall—
  - (1) be typewritten and signed by the aerodrome operator;
  - (2) be in a format that is easy to revise;
  - (3) have a system for recording the accuracy of pages or amendments thereto, including a page for logging revisions; and
  - (4) be organised in a manner that will facilitate the preparation, review and acceptance and/or approval process.

### **21.105 AERODROME MANUAL PROCEDURES**

- (a) The operator of a certified aerodrome shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual.
- (b) The Authority may direct the aerodrome operator to change the procedures set out in the Aerodrome Manual if the Authority considers it necessary in the interests of safety.

### **21.110 INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL**

- (a) The operator of a certificated aerodrome shall, to the extent applicable to the aerodrome; include the particulars defined by the Authority in the Implementation Standards 21 document.
- (b) If required information is not included in the Aerodrome Manual because it is not applicable to the aerodrome, the aerodrome operator shall disclose in the manual—
  - (1) that the particular information is not applicable; and
  - (2) the reason for its non-applicability.

### **21.115 LOCATION OF THE AERODROME MANUAL**

- (a) The aerodrome operator shall provide the Authority a complete and current copy of the Aerodrome Manual.
- (b) The aerodrome operator—
  - (1) shall keep at least one complete and current copy of the Aerodrome Manual at the aerodrome;
  - (2) shall keep one copy at the operator's principal place of business, if other than the aerodrome; and
  - (3) may provide additional copies as needed throughout the aerodrome.
- (c) The aerodrome operator shall make a copy of the Aerodrome Manual available for inspection by the Authority.

### **21.120 AMENDMENT OF THE AERODROME MANUAL**

- (a) To maintain the accuracy of the Aerodrome Manual, the Authority may issue a written directive to an aerodrome operator requiring the operator to alter or amend the Aerodrome Manual in accordance with the directive.
- (b) The aerodrome operator shall alter or amend the Aerodrome Manual, whenever necessary, in order to maintain the accuracy of the information in the Aerodrome Manual.
- (c) The operator shall submit in writing any proposed amendment to its Aerodrome Manual to the Authority at least 30 days before the proposed effective date of the amendment or alteration, unless a shorter filing period is allowed by the Authority.
- (d) In the case of amendments initiated by the Authority—
  - (1) the Authority shall notify the aerodrome operator of the proposed amendment, in writing, fixing a reasonable period within which the operator may submit written information, views, and arguments on

- the amendment;
  - (2) after considering all relevant materials presented, the Authority shall notify the operator within 30 days of any amendment adopted or rescind the notice; and
  - (3) the amendment becomes effective not less than 30 days after the operator receives notice of it.
- (e) Notwithstanding the provisions of paragraph (d), the Authority may if the Authority finds there is an emergency requiring immediate action with respect to the safety of air transportation issue an amendment, effective without stay, on the date the operator received notice of it and, in such a case, the Authority shall incorporate the findings of the emergency and a brief statement of the reason for the findings in the notice of the amendment.

#### **21.125 ACCEPTANCE AND/OR APPROVAL OF THE AERODROME MANUAL**

- (a) The Authority shall accept and/or approve an Aerodrome Manual and any amendments thereto where they meet the requirements of this Schedule.

#### **21.130 AERODROME MANUAL CONTROLLER**

- (a) The operator shall appoint a person to be the Aerodrome Manual controller, whose functions shall include—
  - (1) keeping a record of persons who hold copies of the whole or parts of the Aerodrome Manual; and
  - (2) updating of information in the copies of the Aerodrome Manual given to those persons.

### **SUBPART D: OBLIGATIONS OF THE AERODROME OPERATOR**

#### **21.135 GENERAL**

- (a) The granting of an Aerodrome Certificate obliges the aerodrome operator—
  - (1) to ensure the safety, regularity and efficiency of operations at the aerodrome;
  - (2) to allow authorised inspectors of the Authority access to the aerodrome to carry out safety audits, inspections and testing; and
  - (3) to be responsible for notifying and reporting information to the Authority as prescribed in this Schedule.

#### **21.140 COMPLIANCE WITH REGULATORY REQUIREMENTS**

- (a) The aerodrome operator shall comply with the standards in this Schedule, its related standards and recommended practices and with any conditions specified with the issuance of the Aerodrome Certificate.

#### **21.145 COMPETENCE OF OPERATIONAL & MAINTENANCE PERSONNEL**

- (a) The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.
- (b) The aerodrome operator shall employ as qualified and skilled personnel only those persons possessing the competency certification required by the Authority for such personnel.
- (c) The aerodrome operator shall establish a training and qualification program for other safety related staff that do not require a certificate or licence.
- (d) The aerodrome operator shall implement a program to upgrade and maintain the competency of the personnel referred to in paragraphs (b) and (c).

#### **21.150 AERODROME OPERATION & MAINTENANCE**

- (a) Each aerodrome operator shall employ a maintenance program, including preventive maintenance where appropriate, to maintain the aerodrome facilities in a condition that does not impair the safety, security, regularity or efficiency of aircraft operations.
- (b) The aerodrome certificate holder shall keep the surface of paved manoeuvring areas clear of any loose

stones or other objects that might endanger aircraft operations.

- (c) The aerodrome operator shall maintain the surface of paved runways in a condition so as to provide good friction characteristics and low rolling resistance.
- (d) To ensure the safety of aircraft, the Authority may give written directives to an aerodrome operator to alter the procedures set out in the Aerodrome Manual.
- (e) The aerodrome operator shall coordinate with the air traffic service (ATS) provider to confirm that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome and such coordination shall cover other areas related to safety such as—
  - (1) aeronautical information service;
  - (2) air traffic services;
  - (3) designated meteorological authorities;
  - (4) navigational equipment; and
  - (5) security.
- (f) Subject to the published conditions of use, the aerodrome operator shall endeavor to keep the aerodrome and its facilities continuously available for flight operations during their published hours of operations.

#### **21.155 AERODROME OPERATOR'S SAFETY MANAGEMENT SYSTEM (SMS)**

- (a) The aerodrome operator shall establish and maintain a Safety Management System (SMS) for the aerodrome describing the structure of the organisation, and the duties, powers and responsibilities of the officials in the organisational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
- (b) The SMS shall comply with the requirements set out in this Schedule and in Schedule 23.
- (c) The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, ground-handling agencies, and other organisations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements specified by the aerodrome operator with regard to safety at the aerodrome and the aerodrome operator shall monitor such compliance.
- (d) The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, ground-handling agencies, and other organisations referred to in this Schedule, to cooperate in the program to promote safety at, and the safe use of, the aerodrome by immediately reporting any accidents, incidents, defects and faults which have a bearing on safety.
- (e) The holder of an aerodrome certificate shall—
  - (1) ensure that corrective actions are taken in respect of any findings resulting from the SMS;
  - (2) identify the accountable manager;
  - (3) appoint a person to manage the SMS; and
  - (4) ensure that the person managing the SMS performs the duties required.
- (f) The responsibility of the accountable executive shall not be affected by the appointment of a person to manage the SMS or the assignment of management functions to another person.

#### **21.160 AERODROME OPERATOR'S INTERNAL SAFETY AUDITS & REPORTING**

- (a) The aerodrome operator shall arrange for audits of the SMS, including inspections of the aerodrome facilities and equipment, and such audits—
  - (1) shall cover the aerodrome operator's own functions; and
  - (2) include an external audit and inspection program for evaluation of other users, including fixed-base operators and organisations working at the aerodrome.
- (b) The audits referred to in paragraph (a) shall be carried out over 12 months, or less, as agreed with the Authority.
- (c) The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety personnel.

- (d) The aerodrome operator shall retain a copy of the report(s) referred to in paragraph (c) for a period of 24 months and the Authority may request a copy of the report(s) for its review and reference.
- (e) The report(s) referred to in paragraph (c) shall be prepared and signed by the persons who carried out the audits and inspections.
- (f) The aerodrome operator shall ensure that deficiencies identified during audits are corrected in a timely manner as agreed upon with the auditors.

#### **21.165 ACCESS TO THE AERODROME**

- (a) Personnel authorised by the Authority may, for the purpose of ensuring compliance with safety requirements, before an Aerodrome Certificate is granted and at any time subsequent to a grant—
  - (1) inspect and carry out tests on the aerodrome facilities, services and equipment;
  - (2) inspect the aerodrome operator's documents and records; and
  - (3) verify the aerodrome operator's SMS.
- (b) An aerodrome operator shall, at the request of a person authorised pursuant to paragraph (a), allow access to any part of the aerodrome or any aerodrome facility including equipment, records, documents and operational personnel for the purpose referred to in paragraph (a).
- (c) The aerodrome operator shall cooperate in the conduct of the activities referred to in sub-paragraphs (1), (2) and (3) of paragraph (a).
- (d) The Authority shall give reasonable notice of any inspections to be conducted to the operator and shall carry out the inspections at a reasonable time.

#### **21.170 NOTIFYING & REPORTING**

- (a) An aerodrome operator shall adhere to the requirement to notify and report safety critical information to the Authority, air traffic control and pilots within the specified time limits required by this Schedule.
- (b) An aerodrome operator shall—
  - (1) review, on receipt all Aeronautical Information Publications (AIPs), AIP supplements, AIP amendments, Notices To Airmen (NOTAMs), pre-flight information bulletins and aeronautical information circulars issued by the Aeronautical Information Service (AIS); and
  - (2) immediately after such review, notify the AIS of any inaccurate information contained therein that pertains to the aerodrome.
- (c) An aerodrome operator shall notify the AIS and the Authority in writing at least 30 days before effecting any change to the aerodrome facility, 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 referred to in paragraph (b).
- (d) Subject to the requirements of paragraph (e), an aerodrome operator shall deliver to the 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—
  - (1) obstacles, obstructions and hazards including—
    - (i) any projections by an object through an obstacle limitation surface relating to the aerodrome;
    - (ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
  - (2) a reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in paragraph (b);
  - (3) closure of any part of the movement area of the aerodrome; and
  - (4) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

- (e) An aerodrome operator shall, when it is not feasible to arrange for air traffic control and the flight operations unit to receive notice of a circumstance referred to in paragraph (d), give immediate notice of such circumstance direct to the pilots who may be affected by it.

#### **21.175 SPECIAL INSPECTIONS**

- (a) An aerodrome operator shall inspect an aerodrome, as circumstances require, to ensure aviation safety—
  - (1) as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in ICAO Annex 13, Aircraft Accident and Incident Investigation;
  - (2) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
  - (3) at any other time when there are conditions at the aerodrome that could affect aviation safety.

#### **21.180 REMOVAL OF OBSTRUCTIONS FROM THE AERODROME SURFACE**

- (a) An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

#### **21.185 WARNING NOTICES**

- (a) The aerodrome operator shall, when low flying aircraft at or near an aerodrome or taxiing aircraft are likely to be hazardous to people or vehicular traffic—
  - (1) post hazard warning notices on any public way that is adjacent to the manoeuvring area; or
  - (2) if any such public way is not controlled by the aerodrome operator, request the Authority to inform the agency responsible for posting the notices on the public way that there is hazard.

#### **21.190 RETENTION OF RECORDS**

- (a) The Aerodrome Certificate holder shall establish and retain personnel training and inspection records for a minimum of 24 months.

#### **21.195 EXEMPTIONS**

- (a) The Authority may exempt, in writing, an aerodrome operator from compliance with specific provisions of this Schedule as warranted in the public interest.
- (b) The Authority shall, before granting an exemption to the aerodrome operator, take into account all safety-related aspects.
- (c) An exemption shall be subject to the aerodrome operator complying with the conditions and procedures specified by the Authority in the Aerodrome Certificate as being necessary in the interest of safety.
- (d) Subject to this Schedule, when an aerodrome does not meet the requirements of a Standard specified in ICAO Annex 14 Volume 1, this Schedule or other relevant documents, the Authority may determine, after carrying out aeronautical studies, such conditions and procedures that are necessary to ensure a level of safety equivalent to that established by this Schedule.
- (e) Deviations from this Schedule shall be set out in an endorsement in the Aerodrome Certificate or otherwise in writing and an exemption that is provided otherwise in writing shall be incorporated in the Aerodrome Manual.

### **SUBPART E: OPERATING REQUIREMENTS**

#### **21.230 AERODROME DATA**

- (a) The aerodrome operator shall establish a procedure to notify the AIS of—
  - (1) the aerodrome data and information;
  - (2) any limitation established under this Schedule on the use of the aerodrome; and
  - (3) as soon as practicable, any change that affects the use of the aerodrome.

### **21.240 VISUAL AIDS FOR NAVIGATION**

- (a) The Aerodrome Manual shall list all aeronautical ground lights, inspection cycles and flight checks as needed to ensure correct operational capabilities and each aerodrome operator shall establish procedures to ensure that a system of preventive maintenance and checking of the aerodrome visual aids for navigation is employed in order to—
  - (1) ensure that each visual aid for navigation provides reliable and accurate guidance to the user;
  - (2) establish a percentage of allowable unserviceable lights that will ensure continuity of guidance to the user; and
  - (3) restore any unserviceable or deteriorated items back into service without undue delay.

### **21.245 NON-AERONAUTICAL GROUND LIGHTS**

- (a) The aerodrome operator shall ensure that any non-aeronautical ground light near an aerodrome which might endanger the safety of aircraft shall be extinguished, screened or otherwise modified so as to eliminate the source of danger.

### **21.250 WORKS ON AERODROME**

- (a) Each aerodrome operator shall establish procedures and take precautions to ensure that any works carried out on the aerodrome do not endanger aircraft operations.
- (b) Runways, taxiways, or portions thereof, that are closed to aircraft operations shall be marked by—
  - (1) a white X, 20 ft in length, if a runway; and
  - (2) a yellow X, 20 ft in length, if a taxiway.
- (c) All markers and markings except the X's shall, when a runway or taxiway is permanently closed, be removed.
- (d) Where a closed runway, taxiway or portion thereof intersects a usable runway or taxiway which is used at night, unserviceability lights shall, in addition to closed markings, be placed across the entrance to the closed area at intervals not exceeding 3 meters.
- (e) Unserviceable portions of the movement area, other than runways and taxiways, shall be delineated by markings such as marker boards, cones, or red flags and, where appropriate, a flag or suitable marker shall be placed near the centre of the unserviceable area.
- (f) Red flags should be used when the unserviceable portion of the movement area is sufficiently small for it to be by-passed by aircraft without affecting the safety of their operations.

### **21.255 AERODROME EMERGENCY PLAN**

- (a) Each applicant for the grant of an aerodrome certificate shall develop and maintain an aerodrome emergency plan designed to minimize the possibility and extent of personal injury and property damage at, or in the vicinity of, their aerodrome in an emergency.
- (b) Subject to this Schedule, the operator of a certified aerodrome shall conduct a full scale emergency exercise at least once every 2 years to test—
  - (1) the co-ordination of the emergency service organisations referred to in the aerodrome's emergency plan; and
  - (2) the adequacy of the procedures and facilities provided for in the plan.
- (c) The operator of a certified aerodrome may, if a real emergency occurs at the aerodrome within 6 months before an emergency exercise is due, request the Authority to extend the period within which the next emergency exercise shall be conducted.
- (d) The Authority may—
  - (1) grant a request to extend the period within which the next emergency exercise shall be conducted if it is satisfied that—
    - (i) all emergency service organisations referred to in the plan responded to the real emergency;
    - (ii) the real emergency adequately tested the plan; and

- (2) in granting the request, extend the period until the end of 2 years after the real emergency occurred.
- (e) The procedures to be followed by an Aerodrome Certificate holder are detailed in the Implementation Standards 21 document.

### **21.260 RESCUE & FIRE FIGHTING SERVICE(S) (RFFS)**

- (a) The Bahamas is obliged to require that certificated international aerodromes provide Rescue and Fire-Fighting Services (RFFS) of an adequate standard. Applicable aerodromes shall therefore provide RFFS in accordance with the standards detailed in the Implementation Standards 21 document.

### **21.265 APRON CONTROL & MANAGEMENT SERVICES**

- (a) Each Aerodrome Certificate holder shall ensure that, when the volume of traffic and operating conditions at the aerodrome warrants it, the aerodrome shall be provided with an appropriate apron management service.
- (b) The Aerodrome Certificate holder shall facilitate the transition of aircraft between the apron management service and the aerodrome control service where—
  - (1) an aerodrome control service is in operation at the aerodrome and the aerodrome also has an apron management service; and
  - (2) the aerodrome control service does not participate in the apron management service.

### **21.270 GROUND VEHICLE & PEDESTRIANS**

- (a) Each holder of an aerodrome certificate shall—
  - (1) limit access to the aerodrome operational area to those ground vehicles that are necessary for aerodrome and aircraft operations;
  - (2) when an aerodrome control service is in operation at the aerodrome, provide adequate procedures for the safe and orderly access to, and operation on the aerodrome operational area of, ground vehicles and ensure that the procedures provided mandate that—
    - (i) each ground vehicle operating on the aerodrome operational area is controlled by two-way radio communications between the vehicle and the aerodrome control service;
    - (ii) if a ground vehicle has no radio, it is accompanied by an escort vehicle with two-way communications with the aerodrome control service; or
    - (iii) if it is not practical to have two-way radio communications or an escort vehicle, adequate measures such as signs, signals or guards for controlling the vehicle are taken.
  - (3) when an aerodrome control service is not in operation at the aerodrome, provide adequate procedures to ensure that ground vehicles operating on the aerodrome operational area are controlled by signs or prearranged signals;
  - (4) ensure that each employee, tenant, or contractor who operates a ground vehicle on any portion of the aerodrome which has access to the aerodrome operational area is familiar and complies with the certificate holder's rules and procedures for the operation of ground vehicles; and
  - (5) ensure that each employee, tenant or contractor who operates on the aerodrome manoeuvring area has training related to the safety precautions to prevent runway incursions.

### **21.275 PROTECTION OF NAVIGATIONAL AIDS**

- (a) Each holder of an aerodrome certificate shall—
  - (1) prevent the construction of facilities on the aerodrome that would adversely affect the operation of any electronic or visual navigation aid or air traffic service facility on the aerodrome;
  - (2) prevent, as far as it is within the certificate holder's authority, any interruption of visual or electronic signals of navigation aids; and
  - (3) report to the Authority any locations or operations that have resulted in an interruption of visual or electronic signals of navigational aids.



## **21.280 AERODROME SERVICEABILITY & TECHNICAL INSPECTIONS PROGRAM**

- (a) An aerodrome serviceability safety inspection is an inspection of the aerodrome to ensure that it is safe for aircraft operations.
- (b) The aerodrome serviceability safety inspection shall include—
  - (1) an inspection—
    - (i) of the movement area to check its surface condition;
    - (ii) of aerodrome markings, lighting, wind direction indicators and ground signals;
    - (iii) for any obstacles infringing the take-off, approach and transitional surfaces;
    - (iv) for any birds or animals on or near the movement area;
    - (v) of any measures to control the inadvertent entry of persons or animals into the movement area, including aerodrome fencing; and
    - (vi) of the aerodrome's frequency confirmation system, if any;
  - (2) an empirical assessment of—
    - (i) the bearing strength of unrated runway pavements;
    - (ii) the runway strip or each runway strip where the runway concerned is not marked and the whole runway strip may be used for aircraft operations; and
  - (3) a check of whether any NOTAMS for the aerodrome are current and accurate.

## **21.285 PUBLIC PROTECTION**

- (a) Each applicant for the grant of an aerodrome certificate shall provide at the aerodrome—
  - (1) safeguards—
    - (i) to prevent inadvertent entry of animals to the movement area;
    - (ii) to deter the entry of unauthorised persons or vehicles to the aerodrome operational area; and
  - (2) reasonable protection of persons and property from aircraft blast.
- (b) The safeguards required under paragraph (a)(1) shall—
  - (1) in areas adjacent to the aerodrome operational area to which the public has direct vehicle or pedestrian access—
    - (i) be continuous barriers that may include existing structures, gates and doors with secured or controlled access;
    - (ii) be at least 1200 millimetres in height; and
  - (2) in other areas, be of a construction and height appropriate to prevent incursion by animals likely to endanger aircraft operations.

## **21.290 AERODROME SECURITY**

The Aerodrome Certificate holder shall provide, or ensure provision of, aerodrome security in accordance with this Schedule and other applicable laws and regulations.

## **21.295 AERONAUTICAL STUDIES**

The Aerodrome Certificate holder shall conduct an aeronautical study in accordance with the Implementation Standards 21 document and —

- (1) assess the impact of deviations from the aerodrome standards specified in ICAO Annex 14 Volume 1 and this Subpart;
- (2) present alternative means of ensuring the safety of aircraft operations;
- (3) estimate the effectiveness of each alternative presented pursuant to paragraph (2); and
- (4) recommend procedures to compensate for any deviation assessed.

## **21.300 WILDLIFE HAZARD REDUCTION**

- (a) Each applicant for an aerodrome certificate shall, where any wildlife presents a hazard to aircraft operations at the aerodrome, establish in areas within their authority an environmental management

program to minimize or eliminate such wildlife hazards which—

- (1) identifies and describes the risks associated with all wildlife hazards at or near the aerodrome that might affect the safe operation of aircraft, including the proximity of any waste disposal facility or migration route affecting wildlife populations near the aerodrome;
  - (2) specifies the particular measures that are used by the operator of the aerodrome to manage or mitigate the risks;
  - (3) identifies and describes the actions that are used by the operator of the aerodrome to satisfy the requirements in respect of firearm certificates and permits, wildlife control permits, wildlife strikes, wildlife management logs, and evaluations of habitats, land uses and food sources at or near the aerodrome;
  - (4) sets out a policy for the management of aerodrome habitats that might attract wildlife;
  - (5) sets out a policy that prohibits the feeding of wildlife and the exposure of food wastes;
  - (6) sets out a procedure to ensure that all endangered or protected wildlife at the aerodrome are inventoried;
  - (7) identifies the role of the personnel and agencies involved in wildlife management issues and provides the contact numbers for each; and
  - (8) provides details of any wildlife hazard awareness program.
- (b) The operator of an aerodrome shall—
- (1) provide relevant training at least once every five years for each person who has assigned duties in respect of the aerodrome wildlife management plan;
  - (2) ensure that each person who has assigned duties in respect of the aerodrome wildlife management plan holds an applicable firearm permit; and
  - (3) maintain a record of each person's training for a period of five years and provide the Authority with a copy of any record, if requested.
- (c) The operator of an aerodrome shall establish a communication and alerting procedure for wildlife management personnel to alert pilots as soon as possible of the wildlife hazards at the aerodrome and the risks associated with such hazards.
- (d) Aerodrome operators shall make an assessment of the bird strike hazard and submit bird strike reports to the Authority for transmission to ICAO for inclusion in the ICAO Bird Strike Information System (IBIS).

### **21.305 PAVEMENT STRENGTH & OVERLOAD OPERATIONS**

- (a) The aerodrome operator shall—
- (1) regulate overload operations in accordance with this Subpart and the Implementation Standards 21 document.;
  - (2) establish a program to ensure the runway, taxiway and apron pavement are maintained at high quality so as not to damage aircraft or personnel in their vicinity; and
  - (3) provide a method for determining use of pavement by an aircraft with an Aircraft Classification Number (ACN) higher than the Pavement Classification Number (PCN).

### **21.315 AERODROME INTERNAL QUALITY ASSURANCE**

- (a) Each applicant for the grant of an aerodrome certificate shall establish internal quality assurance procedures to ensure compliance with, and the adequacy of, the procedures, plans, systems and programs, required by this Schedule.
- (b) The senior person who has the responsibility for internal quality assurance shall have direct access to the Chief Executive on matters affecting the safety of aircraft operations and the performance of the aerodrome services and facilities.

*End of Schedule*