

Advisory Circular

GUIDANCE ON CHANGES TO AERODROME OPERATIONS

GENERAL.....	1
PURPOSE	1
APPLICABILITY	1
RELATED REGULATIONS	1
RELATED ADVISORY CIRCULARS	1
CANCELLATION.....	1
EFFECTIVE DATE.....	1
OTHER REFERENCES	2
1 CHANGES TO OPERATIONS AND MAINTENANCE OF THE AERODROME	2
2 RISK ASSESSMENT TO BE CONDUCTED	2
3 NOTIFICATION OF PLANNED CHANGES.....	2
4 MANUALS TO BE UPDATED	3
APPENDIX A – GUIDANCE ON AERODROME WORK PLAN.....	4

GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides the guidance to demonstrate compliance with, and information related to the changes to the operations and maintenance procedures of the aerodrome.

APPLICABILITY

This AC is applicable to an operator who intends to or holds an aerodrome certificate or heliport certificate.

RELATED REGULATIONS

This AC relates specifically to Regulation 20 of the Air Navigation (139 – Aerodromes) Regulations 2023 (“ANR-139”).

RELATED ADVISORY CIRCULARS

- AC 1-3 Safety management system
- AC 139-1-1 Guidance on the application for, renewal and variation of an aerodrome certificate or heliport certificate
- AC 139-2-1 Guidance on aerodrome manual or heliport manual
- AC 139-4-5 Guidance on development and modification of aerodrome works

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 1 March 2023.

OTHER REFERENCES

- ICAO Annex 14, Vol. I, Aerodrome design and operations

1 CHANGES TO OPERATIONS AND MAINTENANCE OF THE AERODROME

- 1.1 Regulation 20 of ANR-139 requires the operator to conduct a risk assessment in accordance with the operator's safety management systems before carrying out any of the following:
- (a) changing any operation of the aerodrome;
 - (b) changing any maintenance procedure of the aerodrome.
- 1.2 The operator may refer to AC 139-4-5 for Guidance on development works and modifications at the aerodrome.

2 RISK ASSESSMENT TO BE CONDUCTED

- 2.1 Risk assessments must be conducted prior to the introduction of, or changes to, systems or procedures related to or could affect aerodrome operations. Examples of such changes include:
- (a) change in the frequency of runway, taxiway, or aircraft stand inspections;
 - (b) change in routine maintenance works on runway, taxiway/taxilane or aircraft parking stand;
 - (c) installation of new FOD fences, jet blast fences;
 - (d) construction of new ILS buildings;
 - (e) replacement of Passenger Loading Bridges, Aircraft Docking Guidance System;
 - (f) changes to the most exacting aircraft that a stand, taxiway, or taxilane can accommodate without any changes in the physical characteristics or visual aids; and
 - (g) tunneling under the airside.

3 NOTIFICATION OF PLANNED CHANGES

- 3.1 The operator should notify CAAS of any introduction of, or changes to systems or procedures related to or could affect aerodrome operations or maintenance as early as practicable and submit associated risk assessments to CAAS at least two weeks prior to the commencement of the works.
- 3.2 The operator should develop a work plan (see **Appendix A**) and continually provide updates as and when they become available at significant junctures of the project in ensuring continued compliance with the ANR-139 and the relevant Aviation Specifications and submit associated risk assessments to CAAS as early as

practicable, but at least two weeks prior to the commencement of each major phase of the project.

- 3.3 For activities that would affect key airfield systems such as the implementation of a new airfield lighting control system, the aerodrome operator should notify CAAS at least 3 months prior to the planned commencement of works and minimally submit the following documentation:
- (a) Work schedule; and
 - (b) Compliance matrix to demonstrate compliance with the relevant clauses in the Aviation Specifications.
- 3.4 In cases where the changes to key airfield systems could result in any non-compliance with the Aviation Specifications, the operator should notify the CAAS not later than 6 months prior to the planned commencement of works. The aerodrome operator must not commence works on the affected systems where any non-compliance is not resolved.

4 MANUALS TO BE UPDATED

- 4.1 The operator must update the Aerodrome Manual, or Heliport Manual as the case may be, with the details of the new, or change to, systems or procedures. The operator may refer to *AC 139-2-1 Guidance on aerodrome manual or heliport manual* for more details.

APPENDIX A – GUIDANCE ON AERODROME WORK PLAN

- A1. Unless an aerodrome is closed during works in progress, or the work is of an emergency nature, an aerodrome operator should not carry out aerodrome works, other than time-limited works, without proper planning in advance.
- A2. The operator should establish a plan to address the following:
- (a) arrangements for carrying out those aerodrome works in coordination with all other operational, maintenance and development activities at the aerodrome.
 - (b) procedures for entering the work areas
 - (c) details of any special requirements or restrictions arising during or on completion of the works
 - (d) details of special arrangements to be made during works if emergencies or adverse weather conditions occur.
- A3. When preparing a work plan, the operator should consult:
- (a) commercial air transport operators using the aerodrome;
 - (b) the aerodrome's air traffic control unit;
 - (c) if the work plan might affect its operations, the Rescue and Fire Fighting Service unit at the aerodrome; and
 - (d) any other relevant aerodrome users
- so that the scope and impact of work is understood by related aerodrome users and service providers and to ensure the safety of aircraft operations at the aerodrome.
- A4. The operator should ensure that clear and ample prior notification for works at the maneuvering area is provided to the Aeronautical Information Services Provider, the aerodrome air traffic control provider, aircraft operators and other users or service providers of the aerodrome. Such notification should include timely and accurate promulgation of AIP Supplements or NOTAMs, with clear details of the extent and period of works.
- A5. The operator should provide an explanation of his work plan, and any alterations or updates thereof, to CAAS upon request.
- A6. Aerodrome works, for which a work plan is required, should be carried out in accordance with the arrangements set out in the work plan and any subsequent alterations or updates.
- A7. A work plan may not be required if the aerodrome operator closes the aerodrome to aircraft operations while aerodrome works are being carried out. CAAS, commercial air transport operators and all organisations and persons likely to be affected by the closure must be given reasonable notice of intention to close the aerodrome.
- A8. A work plan is not required for emergency aerodrome works carried out to repair damage to part of the manoeuvring area, or to remove an obstacle, or if the works do not require any restrictions to aircraft operations. Where practicable, a NOTAM giving the nature and time and date of the commencement of the urgent repair works should be issued, as early as possible, before the commencement of the works.