



ADVISORY Circular

NCAA-AC-ARD028

NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)

ISSUE NO 2

APRIL 2018

STATEMENT OF COMPLIANCE

1.0 GENERAL

Nigerian Civil Aviation Authority Advisory Circulars from Aerodrome Standards Department contain information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a regulation, and consideration will be given to other methods of compliance that may be presented to the Authority.

2.0 PURPOSE

This Advisory Circular provides methods, acceptable to the Authority, for showing compliance with the calculation of declared distances requirements of Nig.CARs Part 12 as well as explanatory and interpretative material to assist in showing compliance. The calculation of declared distances is to allow pilots to determine aircraft loading and performance requirements.

3.0 REFERENCE

The Advisory Circular relates specifically to Nig.CARs 12.4.2 & Aerodrome Standards Manual section 6.2.8

4.0 STATUS OF THIS AC

This is a re-issue of the AC on the subject and it cancels the previous edition





STATEMENT OF COMPLIANCE



FORWARD

The Statement of Compliance Checklist has been developed to assist the aerodrome operators developing their Aerodrome Manuals and also in identifying any difference that may exist between the aerodrome operator's manual and the Nigeria Civil Aviation Regulations Part 12 - Aerodromes. The Compliance Checklist is one of the major tools use by the Authority for assessing all Aerodromes operations in Nigeria. Aerodrome operators are required to complete the Compliance Checklist and the Aerodrome Manuals (including other related reference documents) and submit to the Authority (NCAA) for evaluation at time of applying for an Aerodrome Certificate.

The Compliance Checklist will enable Nigeria Civil Aviation Authority to assess an aerodrome operator's level of compliance with the Nig.CARs Part 12 before embarking on on-site verification of facilities, services, equipment and personnel competency. To ensure accuracy and currency of information of the Aerodrome organisation, aerodrome operators are required to submit the aerodrome Manual and completed Compliance Checklist six months prior to the schedule date of the audit, which will, facilitate speedy conduct of the audit on the basis of the most current information possible.

Format of the document should have approval page and a table of relevant regulatory requirements and compliance reference in the Aerodrome Manual or related documents of the Operator.



5.0 INTRODUCTION

- 5.1 The Aerodrome Manual is the key safety assurance document to be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Aerodrome Manual whenever there is a change, in management, change in aerodrome facilities, services or equipment, technology or procedures to assess both initial and continuing organizational competence of an Aerodrome Operator in complying with the requirements.
- 5.2 The Statement of Compliance Checklist completed by the aerodrome operator should indicate in the Aerodrome Manual how all the relevant applicable Regulations to the proposed operations have been addressed.
- 5.3 The statement normally is in a form of a complete listing of all the pertinent sections and sub-parts of the Aerodrome regulations.
- 5.4 The Statement of Compliance Checklist is submitted together with the formal application for Aerodrome manual approval. It aids the certification team in determining where the regulatory requirements have been addressed in the applicants manual and procedures, it also helps to ensure that information at the Aerodrome have all been adequately addressed.
- 5.5 Sample of completing the checklist is illustrated below. The compliance statement format shall include the Regulation reference number, the regulation subject matter, the compliance method Aerodrome Manual reference number (chapter, section, sub-section and page) where the Regulation application has been addressed, Comments by Aerodrome Operator(if applicable), Status and Aerodrome Safety Inspector's comment
- 5.6 The Statement of Compliance Checklist provides the only written evidence that the applicant is aware of all the applicable Regulations and understands how to appropriately apply them.
- 5.7 If at the time of submitting the statement of compliance Checklist there is a total lack of knowledge and understanding of the Regulations, the application package should be rejected. A compliance statement such as "Will Comply" is not acceptable.
- 5.8 it is important to observe that the manuals review and the certification demonstration phase is not carried out until the statement of compliance has been submitted and the certification team is satisfied that all applicable regulatory aspects have been appropriately addressed.

**INSTRUCTIONS:**

1. Properly completed and accurate Statement of compliance Checklist serves as a primary record of the Aerodrome Certificate applicant's conformance with Nig.CARs Part 12 requirements
2. Full conformance with Nig.CARs Part 12 is required before completion of Aerodrome certification process.
3. This checklist is submitted to the Authority together with the Aerodrome Manual as a requirement by theas the certification formal applications.
4. Submission of this document is an official record of to outline how their manual system and organisational operations procedures are in conformance with Nig.CARs Part 12 requirements
5. Columns 1 and 2 contains the regulatory section number and text of the regulations to enable the user to orient to the proper specific regulatory requirement
6. Where columns 3 indicates the references (specific page numbers and sections) from operator's Aerodrome Manual or Standards Operating Procedures (SOPs)
7. Column 4 indicates explanatory comments for each specific regulatory requirement (Compliant, Not compliant or Not applicable or other remarks).
8. Column 5 and 6 are reserved for the Aerodrome Safety Inspector's review to indicate that the applicants manual(s) paragraph references and/or comments regarding this specific regulatory requirement is accurate and complete (or unsatisfactory and rejected).



Title of Manual:Statement of Compliance Checklist
Manual Revision Number:
Effective Date:
.....

Prepared by:
Name :
.....

Designation:
.....

Signature:Date:

The undersigned personnel declare that they have read and understood the contents of the Nig.CARs Part 12/ Aerodrome Standards Manual (ASM).

Checked and Recommended for Approval by:
Name:
.....

Designation:
Signature:
.....

.....Date:.....

THE MANAGEMENT OF THE

HEREBY CERTIFY THAT THIS IS AN ACCURATE AND COMPLETE RECORD DEMONSTRATING THE CURRENT CONFORMANCE WITH NIGERIA CIVIL AVIATION REGULATIONS (Nig.CARs) PART 12/AERODROME STANDARDS MANUAL.

Airport Manager's Name:.....Signature.....

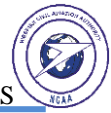
Date:.....

Managing Director 's Name:.....Signature.....

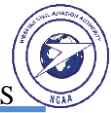
Date:.....

APPROVED

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Director General Date:.....



Nig. CARs/ Aerodrome Standards Manual Ref No:	Requirement of the Regulations/ Aerodrome Standards Manual	Compliance Method Aerodrome Manual Ref No:	Comments by Aerodrome Operator(if applicable)	Status	Aerodrome Safety Inspector's comment
ASM 3.4.5.6 ASM 3.4.5.7	Document Control Process				
Nig.CARs part 12.1.2.1 ASM 1.6	Definitions				
CONTENTS OF THE AERODROME MANUAL					
Nig.CARs Part 12.4.1(b)(3)	A list of the amendments: this section shall log the updates and/or corrections made to the aerodrome manual				
IS 12.4.2 (h) ASM 3.4.5	Distribution of the aerodrome manual				
IS 12.4.2 (i)	Procedures for distribution and amendment of the aerodrome manual and circumstances in which amendments may be needed				
IS 12.4.2 (j)	Checklists of pages				
IS 12.4.2 (k)	Preface by certificate holder				
IS 12.4.2 (l)	Table of contents;				
IS 12.4.2(m)	Glossary of terms				
IS 12.4.2(n)	Abbreviations				
IS 12.4.2(o)	Appendixes				
IS 12.4.2, Part 5	Aerodrome administrative data: an organizational chart shall be provided, as well as the aerodrome operator's safety responsibilities;				



<p>ASM 15</p>	<p>A description of the intended operations, including:</p> <ol style="list-style-type: none"> 1) the critical Helicopter the Heliport is intended to serve in relation to the class of Helicopter 				
<p>IS 12.4.2 Part 5</p>	<p>A description of each of the aerodrome operator's procedures related to the safety of aeronautical operations at the aerodrome.</p> <p>For each procedure:</p> <ol style="list-style-type: none"> 1) the responsibilities of the aerodrome operator are clearly described; 				



Nig.CARs Part 12.6.5	<p>A description of the operator's SMS; the SMS section of the manual is developed, and the related procedures and documents are enclosed, as well</p> <ol style="list-style-type: none"> 1) as the safety policy of the aerodrome operator signed by the accountable executive; 2) the aerodrome SMS should be commensurate with the size of the aerodrome and with the level and complexity of the services provided. 				
Nig.CARs Part 12.6.5	The responsibilities attributed to other aerodrome stakeholders shall be clearly identified and listed.				
ASM 3.4.4.1 (f)(i)	Responsibility for maintaining the accuracy of the aerodrome manual shall be clearly defined in the manual.				
Updating Of The Heliport Manual					
Nig.CARs Part 12.4.1 (3)	The manual is updated using a defined process and shall include a record of all amendments, effective dates and amendment approvals.				
ASM 3.4.5.2 and ASM 3.4.5.3 and ASM 3.4.5.5	The method of enabling all Heliport operating staff to have access to the relevant parts of the manual shall be defined and can be demonstrated.				
ASM 3.4.5.9	Any amendments or additions shall be communicated to the authority in accordance with the continued oversight requirements established by the NCAA				



Comments

Part 1 – General					
IS 12.4.2 (1a)	Purpose and scope of the Aerodrome Manual				
IS 12.4.2 (1b)	The legal requirement for an Aerodrome Certificate and an Aerodrome Manual as prescribed in these Regulation				
IS 12.4.2 (1c)	Conditions for use of a Public or Private Aerodrome; a statement to indicate that the Aerodrome shall at all times, when it is available for the take-off and landing of Aircraft, be also available to all persons on equal terms and conditions				
IS 12.4.2(1d)	The available aeronautical information systems and procedures for its adoption				
IS 12.4.2(1e)	The system for recording aircraft movements				
IS 12.4.2(1f)	Obligations of the Aerodrome Operator to the Authority including granting authorised personnel, access to the Aerodrome to carry out safety audit inspection, testing and to be responsible for notifying or reporting as prescribed in the Regulations				
Is 12.4.2(1g)	Co-ordination Policy or Letters of Agreement between AIS and Aerodrome Operator on areas of co-ordination including but not limited to Aerodrome Emergency Planning, Aerodrome Condition Reporting and Aerodrome Vehicle Operations.				
IS 12.4.2(1h)	Distribution of the aerodrome manual				
IS 12.4.2(1i)	Procedures for distribution and amendment of the aerodrome manual and circumstances in which amendments may be needed				
IS 12.4.2(1j)	Checklist of pages				



IS 12.4.2(1k)	Preface by certificate holder				
IS 12.4.2(1l)	Table of content				
IS 12.4.2(1m)	Glossary terms				
IS 12.4.2(1n)	Abbreviations				
IS 12.4.2(1o)	Appendixes				
	Comments:				

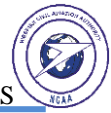




Part 2 - Particulars of the Aerodrome Site					
IS 12.4.2 (2a)	A plan of the Aerodrome showing the position of aerodrome reference point and layout of the main Aerodrome facilities such as runway, taxiway, and apron, aerodrome markings lighting including PAPI, obstacle lighting, sighting of NavAids within the strips for the operation of the Aerodrome including, particularly, the location of each Wind Direction Indicator ;				
IS 12.4.2 (2b)	A plan of the Aerodrome showing the Aerodrome boundaries				
IS 12.4.2 (2c)	a plan showing the distance of the Aerodrome from the city or other populous area, and the location of any Aerodrome facilities and equipment outside the boundaries of the Aerodrome				
IS 12.4.2 (2d)	Particulars of the title of the Aerodrome site. If the boundaries of the Aerodrome are not defined in the title documents, particulars of the title to or interest in the property on which the Aerodrome is located and a plan showing the boundaries and position of the Aerodrome.				
	Comments:				
PART 3 - PARTICULARS OF THE AERODROME REQUIRED BY AIS					
Particulars Of The Aerodrome Required To Be Reported To The Aeronautical Information Service (Ais)					
IS 12.4.2(3.1a)	Description of procedures to ensure accuracy and quality of AIS information				
IS 12.4.2(3.1b)	Description of procedures to promulgation and review AIS information				
IS 12.4.2(3.1c) ASM 6.2.1.8	the geographical coordinates of the Aerodrome reference point determined in terms of the World Geodetic System—1984 (WGS-84) reference datum				
IS 12.4.2(3.1d) ASM 6.2.1.10	the Aerodrome elevation and geoid undulation				
IS 12.4.2(3.1e) ASM 6.2.3.3	the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision				



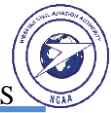
	approach runway				
IS 12.4.2(3.1f) ASM 6.2.4.2	the Aerodrome reference temperature				
IS 12.4.2(3.1g) ASM 9.2.3.3.3 - 9.2.3.3.7	details of the Aerodrome beacon				
IS 12.4.2(3.1h)	the name of the Aerodrome operator and the address and telephone number at which the Aerodrome operator may be contacted at all times				
IS 12.4.2(3.1i)	Elevation of Apron				
IS 12.4.2(3.1j)	Geographic coordinates of Apron stand				
IS 12.4.2(3.1k)	Name and contact details of accountable executive				
	Comments:				
GENERAL INFORMATION					
Aerodrome Dimensions and Related Information					
IS 12.4.2 (3.2a) ASM 6.2.5.1 ASM 7.2.1, 7.2.2,	runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone				
IS 12.4.2 (3.2b) ASM 7.2.4, 7.2.5, and 7.2.7	length, width and surface type of strip, runway end safety areas, stopways				
IS 12.4.2 (3.2c) ASM 7.2.9	length, width and surface type of taxiways				
IS 12.4.2 (3. 2d) ASM 7.2.13 ASM 7.2.14	apron surface type and aircraft stands				
IS 12.4.2 (3.2e) ASM 7.2.6	clearway length and ground profile				



IS 12.4.2 (3.2f) ASM 9.2.2. ASM 9.2.3.4 ASM 9.2.3.5 ASM 9.2.3.9 ASM 9.2.3.10 ASM 9.2.3.11 ASM 9.2.3.12 ASM 9.2.3.13 ASM 9.2.3.15 ASM 9.2.3.17 ASM 9.2.3.18 ASM 9.2.3.20 ASM 9.2.3.21 ASM 9.2.3.23 ASM 9.2.3.24 ASM 9.2.3.25 ASM 12.2.2	visual aids for approach procedures, viz, approach lighting type and visual approach slope indicator system (PAPI); marking and lighting of runways, taxiways, and aprons ; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system ; availability of standby power for lighting				
IS 12.4.2 (3.2g) ASM 9.2.4.4	the location and radio frequency of VOR Aerodrome checkpoints				
IS 12.4.2 (3.2h)	the location and designation of standard taxi routes				
IS 12.4.2 (3.2i)	the geographical co-ordinates of each threshold				
IS 12.4.2 (3.2j)	the geographical co-ordinates of appropriate taxiway centre line points				
IS 12.4.2 (3.2k)	the geographical co-ordinates of each aircraft stand				
IS 12.4.2 (3.2l)	the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the Aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of Aeronautical Information Publications, as specified in Annexes 4 and 15 to the Convention)				



IS 12.4.2 (3.2m)	pavement surface type and bearing strength of the runway, taxiway and apron using the Aircraft Classification Number - Pavement Classification Number (ACN-PCN) Method				
IS 12.4.2 (3.2n)	one or more pre-flight altimeter check locations established on an apron and their elevation				
IS 12.4.2 (3.2o)	declared distances : Take-Off Run Available (TORA), Take-Off Distance Available (TODA), Accelerate-Stop Distance Available (ASDA), Landing Distance Available (LDA)				
IS 12.4.2 (3.2p)	disabled aircraft removal plan : the telephone/telex/facsimile numbers and email address of the Aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the Aerodrome is equipped to remove				
IS 12.4.2 (3.2q)	rescue and fire-fighting : the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the Aerodrome and the type and amount of extinguishing agents normally available at the Aerodrome				
Comments:					
Part 4 - PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES					
AERODROME REPORTING					
Particulars of the procedures for reporting any changes to the Aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMs					
IS 12.4.2 (4.1a)	Arrangement for reporting any changes to the authority and recording the reporting of changes during and outside the normal hours of aerodrome operations				
IS 12.4.2 (4.1b)	The names and roles of persons responsible for notifying the				



	changes, and their telephone numbers during and outside the normal hours of Aerodrome operations				
IS 12.4.2 (4.1c)	the address and telephone numbers, as provided by the Authority of the place where changes are to be reported to the Authority				
Comments:					
ACCESS TO THE AERODROME MOVEMENT AREA					
Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences in civil aviation at the Aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area					
IS 12.4.2 (4.2a)	the role of the Aerodrome operator, the aircraft operator, Aerodrome fixed base operators, the Aerodrome security entity, the Authority and other government departments, as applicable				
IS 12.4.2 (4.2b)	the names and roles of the personnel responsible for controlling access to the Aerodrome, and the telephone numbers for contacting them during and after working hours				
IS 12.4.2(4.2c)	Location of notice board				
Comments:					
AERODROME EMERGENCY PLAN					
Particulars of the Aerodrome emergency plan					
IS 12.4.2 (4.3a)	plans for dealing with emergencies occurring at the Aerodrome or in its vicinity, including the malfunction of aircraft in flight ; structural fire; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft ; and incidents on the aerodrome covering "during the emergency" and "after the emergency"				



	considerations				
IS 12.4.2 (4.3b)	details of test for Aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests				
IS 12.4.2 (4.3c)	details of exercises to test emergency plans, including the frequency of those exercises				
IS 12.4.2 (4.3d)	a list of organisations, agencies and persons of authority, both on and off aerodrome, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices				
IS 12.4.2 (4.3e)	the establishment of an Aerodrome emergency committee to organize training and other preparations for dealing with emergencies				
IS 12.4.2 (4.3f)	the appointment of an on-scene commander for the overall emergency operation.				
IS 12.4.2 (4.3g)	Reporting emergency in the event of an emergency				
IS 12.4.2 (4.3h)	Arrangement for personnel training and preparation for dealing with emergencies				
	Comment:				
RESCUE AND FIREFIGHTING					
Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the Aerodrome.					
	The facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the Aerodrome should be provided.				
IS 12.4.2 (4.4a)	Policy statement on the RFF categories				
IS 12.4.2 (4.4b)	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				



IS 12.4.2 (4.4c)	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				
IS 12.4.2 (4.4d)	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.				
IS 12.4.2 (4.4e)	The aerodrome operators objectives for each RFF category provided should be defined, including a brief description of: <ol style="list-style-type: none"> 1. amounts of extinguishing agents provided 2. discharge rates 3. number of foam-producing appliances 4. manning levels 5. level of supervision 				
IS 12.4.2 (4.4f)	Procedures for; <ol style="list-style-type: none"> 1. monitoring the aeroplane movement areas for the purpose of alerting RFF personnel 2. indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained 3. indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected 				
IS 12.4.2 (4.4g)	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.				
IS 12.4.2 (4.4h)	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.				



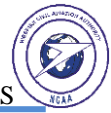
	Where necessary, contingency plans in the event of non-availability should be described				
IS 12.4.2 (4.4i)	<p>A statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the following;</p> <ol style="list-style-type: none"> 1. realistic fuel fire training 2. breathing apparatus training in heat and smoke 3. first aid 4. low visibility procedures (LVP) 5. any legal requirements 6. health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment. 				
IS 12.4.2 (4.4j)	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.				
IS 12.4.2 (4.4k)	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.				
IS 12.4.2 (4.4l)	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.				
IS 12.4.2 (4.4m)	The availability of additional water supplies should be described.				
IS 12.4.2 (4.4n)	Aerodrome operators arrangement for ensuring the adequacy of responses in abnormal conditions, i.e. LVP.				
	Comment				



INSPECTION OF THE AERODROME MOVEMENT AREA AND OBSTACLE LIMITATION SURFACE BY THE AERODROME OPERATOR.					
Particulars of the procedures for the inspection of the Aerodrome movement area and obstacle limitation surfaces					
IS 12.4.2 (4.5a)	arrangement for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of Aerodrome operations				
IS 12.4.2 (4.5b)	arrangement and means of communicating with the Aerodrome Air Traffic Control unit during an inspection				
IS 12.4.2 (4.5c)	arrangements for keeping an inspection logbook, and the location of the logbook				
IS 12.4.2 (4.5d)	details of inspection intervals and times				
IS 12.4.2 (4.5e)	inspection checklist				
IS 12.4.2 (4.5f)	arrangement for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions				
IS 12.4.2 (4.5g)	the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours				
IS 12.4.2 (4.5h)	procedure to monitor and report the condition of movement areas				
IS 12.4.2 (4.5i)	procedure to report the presence of water on runway				
IS 12.4.2 (4.5j)	procedures to report slippery runway condition.				
IS 12.4.2 (4.5k)	Arrangement for maintaining aerodrome drainage				
IS 12.4.2 (4.5l)	Arrangement for reporting and action taken in the event of failure or unsafe occurrence				
IS 12.4.2 (4.5m)	Arrangement for maintaining the obstacle light				
	Comments:				



VISUAL AIDS & AERODROME ELECTRICAL SYSTEM					
Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and Aerodrome electrical systems					
IS 12.4.2 (4.6a)	arrangement for carrying out inspections during and outside the normal hours of Aerodrome operation, and the checklist for such inspection				
IS 12.4.2 (4.6b)	arrangements for recording the results of inspections and for taking follow up action to correct deficiencies				
IS 12.4.2 (4.6c)	arrangements for carrying out routine maintenance and emergency maintenance				
IS 12.4.2 (4.6d)	arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure				
IS 12.4.2 (4.6e)	the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours				
IS 12.4.2 (4.6f)	sign plan and Surface Movement Guidance and Control Systems (SMGCS) plan approved by the Authority				
IS 12.4.2 (4.6g)	procedure to prevent aircraft from entering permanently closed runways and Taxiways.				
IS 12.4.2 (4.6h)	A full description of all visual aids available on each approach, runway, taxiway and apron including signs, markings and signals				
IS 12.4.2 (4.6i)	Procedure for use of brilliancy settings of the lighting system				
IS 12.4.2 (4.6j)	Procedures for routine inspection and photometric testing of approach lights, runway lights and PAPIs				
IS 12.4.2 (4.6k)	The location of and responsibility for obstacle lighting on and off aerodrome				
IS 12.4.2 (4.6l)	The control work, including trenching and agricultural activity, which may affect the safety of the aeroplane				

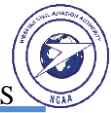


	Comments:				
MAINTENANCE OF THE MOVEMENT AREA					
Particulars of the facilities and procedures for the maintenance of the movement area					
IS 12.4.2 (4.7a)	arrangements for maintaining the paved areas				
IS 12.4.2 (4.7b)	arrangements for maintaining the unpaved runways and taxiways				
IS 12.4.2 (4.7c)	arrangements for maintaining the runway and taxiway strips				
IS 12.4.2 (4.7d)	arrangements for the maintenance of Aerodrome drainage				
IS 12.4.2 (4.7e)	Arrangement for maintaining the visual aids, including the measurement of intensity, beam spread and orientation of lights				
IS 12.4.2 (4.7f)	Arrangements for maintaining the obstacle lighting				
IS 12.4.2 (4.7g)	Arrangement for reporting and action taken in the event of failure or unsafe occurrence.				
	Comments:				
AERODROME WORKS SAFETY					
Particulars of the procedures for planning and carrying out construction and maintenance work, safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface					
IS 12.4.2(4.8a)	Arrangements for communicating with the aerodrome air traffic control unit during the progress of such work				
IS 12.4.2(4.8b)	the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times				



IS 12.4.2(4.8c)	the names and telephone numbers, during and after working hours, of the Aerodrome fixed-based operators, ground handling agents and aircraft operators who are to be notified of the work				
IS 12.4.2(4.8d)	a distribution list for work plans, if required				
IS 12.4.2(4.8e)	procedure to return a runway to operational status after pavement overlay.				
Comments:					
APRON MANAGEMENT					
Particulars of the apron management procedures					
IS 12.4.2(4.9a)	arrangements between Air Traffic Control and the apron management units				
IS 12.4.2(4.9b)	arrangements for allocating aircraft parking positions				
IS 12.4.2(4.9c)	arrangements for initiating engine start and ensuring clearance of aircraft push-back				
IS 12.4.2(4.9d)	marshalling service				
IS 12.4.2(4.9e)	leader (van) service				
Comments:					

APRON SAFETY MANAGEMENT					
Procedures to ensure apron safety					
IS 12.4.2(4.10a)	protection from jet blast				
IS 12.4.2(4.10b)	enforcement of safety precautions during aircraft refueling operations				
IS 12.4.2(4.10c)	apron sweeping				
IS 12.4.2(4.10d)	apron cleaning				
IS 12.4.2(4.10e)	arrangements for reporting incidents and accidents on an apron				



IS 12.4.2(4.10f)	arrangements for auditing the safety compliance of all personnel working on the apron				
IS 12.4.2(4.10g)	management of ground support equipment associated with aircraft handling and loading operations which include, but not limited to the following : (i) Operation of passenger loading bridge (ii) Aircraft fuelling (iii) Aircraft push back (iv) Aircraft power back (v) Aircraft towing (vi) Aircraft power-in arrival and power-out departure (vii) Aircraft marshalling				
IS 12.4.2 (4.10h)	Arrangement for the use of visual docking system, if provided				
Comments:					
AIRSIDE VEHICLE CONTROL					
Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area					
IS 12.4.2(4.11a)	details of the applicable traffic rules (including speed limits and the means of enforcing the rules)				
IS 12.4.2(4.11b)	the method of issuing driving permits for operating vehicles in the movement area				
IS 12.4.2 (4.11c)	Arrangements and means of communicating with air traffic control				
IS 12.4.2 (4.11d)	Details of the equipment needed in vehicles that operate on the movement area, including: i) fixed two-way radio communication equipment ii) rotating amber beacon lights on top of vehicle.				
Comments:					



WILDLIFE HAZARD MANAGEMENT					
Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of bird or mammals in the Aerodrome flight pattern or movement area					
IS 12.4.2(4.12a)	arrangements for assessing wildlife hazards				
IS 12.4.2(4.12b)	arrangements for implementing wildlife control programmes				
IS 12.4.2(4.12c)	the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.				
IS 12.4.2 (4.12d)	Measure to discourage birds and other wildlife.				
IS 12.4.2 (4.12e)	Arrangement and method for dispersal of bird and other wildlife.				
Comments:					
OBSTACLE CONTROL					
Particulars setting out the procedures for					
IS 12.4.2(4.13a)	monitoring the obstacle limitation surfaces and Type A Chart for obstacle in the take-off surface				
IS 12.4.2(4.13b)	controlling obstacles within the authority of the operator				
IS 12.4.2(4.13c)	monitoring the height of buildings or structures, location of obstacles that infringe upon the standard protection surfaces within the boundaries of the obstacle limitation surfaces				
IS 12.4.2(4.13d)	Controlling new developments in the vicinity of Aerodromes ; and notifying the Authority of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.				
Comments:					



REMOVAL OF DISABLED AIRCRAFT					
Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area					
IS 12.4.2(4.14a)	the roles of the Aerodrome operator and the holder of the aircraft certificate of registration				
IS 12.4.2(4.14b)	arrangements for notifying the holder of the certificate of registration				
IS 12.4.2(4.14c)	arrangements for liaising with the Aerodrome Air Traffic Control unit				
IS 12.4.2(4.14d)	arrangements for obtaining equipment and personnel to remove the disabled aircraft				
IS 12.4.2(4.14e)	the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft				
IS 12.4.2 (4.14f)	Details of capability for removal of a disabled aeroplane				
HANDLING HAZARDOUS MATERIALS					
Particulars of the procedures for the safe handling and storage of hazardous material on the Aerodrome					
IS 12.4.2(4.15a)	arrangements for special areas on the Aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials				
IS 12.4.2(4.15b)	the method to be followed for the delivery, storage, dispensing and handling of hazardous materials				
	Comments:				



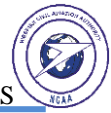
LOW VISIBILITY OPERATIONS					
Particulars of procedures to be introduced for low-visibility operations:					
IS 12.4.2(4.16)	including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range				
IS 12.4.2(4.16a)	Obtaining and disseminating meteorological information on runway visual range (RVR) and surface visibility as and when required.				
IS 12.4.2(4.16b)	Protection of runway during LVP if such operations are permitted				
IS 12.4.2(4.16c)	The names and telephone numbers of the persons responsible for measuring the runway visual range during and after working hours				
IS 12.4.2(4.16d)	Arrangement and rules before, during and after low visibility operations with applicable rules for vehicles and personnel operating in the movement area				
	Comments				
PROTECTION OF RADAR AND NAVIGATION SITES					
Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the Aerodrome to ensure that their performance will not be degraded					
IS 12.4..2(4.17a)	arrangements for the control of activities in the vicinity of radar and NavAids installations				
IS 12.4..2(4.17b)	arrangements for ground maintenance in the vicinity of these installations				
IS 12.4..2(4.17c)	arrangements for the supply and installation of signs warning of hazardous microwave radiation				
	<p><i>NOTE 1 : In writing the procedures for each category, clear and precise information should be included on : when, or in what circumstances, an operating procedure is to be activated; how an operating procedure is to be activated ; actions to be taken ; the persons who are to carry out the actions ; and the equipment necessary for Carrying out the actions, and access to such equipment.</i></p> <p><i>NOTE 2: If any of the procedures specified above are not relevant or applicable, the reason should be given.</i></p>				



	Comments:				
PART 5 AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM					
Particulars of the aerodrome administration					
IS 12.4.2(5-1)	an aerodrome organisational chart showing the names and positions of key personnel, including their responsibilities				
IS 12.4.2(5-2)	the name, position and telephone number of the person who has overall responsibility for aerodrome safety				
IS 12.4.2(5-3)	aerodrome committees				
Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being					
PART 6 -SAFETY MANAGEMENT SYSTEM (SMS).					
IS 12.4.2 (6-1)	the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process				
IS 12.4.2 (6-2)	<p>the structure or organisation of the SMS, including</p> <ul style="list-style-type: none"> a) the name status and responsibilities of the accountable executive b) the name, status and responsibilities of the safety manager c) the name status and responsibilities of other senior operating staff d) the name status and responsibilities of the official in charge of day to day operations e) instructions as to the order and circumstances in which the above named staff may act as the official in charge or accountable executive f) an organizational chart supporting the commitment to the safe operations of the aerodrome as well as one simply showing the 				



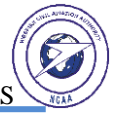
	hierarchy of responsibility for safety management.				
IS 12.4.2 (6-3)	SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders				
IS 12.4.2 (6-4)	SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements				
IS 12.4.2 (6-5)	a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme)				
IS 12.4.2 (6-6)	measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring				
IS 12.4.2 (6-7)	the internal safety audit and review system detailing the systems and programmes for quality control of safety				
IS 12.4.2 (6-8)	the system for documenting all safety-related aerodrome facilities as well as aerodrome operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts				
IS 12.4.2 (6-9)	staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency				



IS 12.4.2 (6-10)	the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome				
IS 12.4.2 (6-11)	Management of change				
IS 12.4.2 (6-12)	Safety related committee e.g runway safety teams etc.				
MEMORANDUM OF UNDERSTANDING WITH DESIGNATED SERVICE PROVIDERS.					
IS 12.4.2 (6a)	Where applicable, a copy of memorandum of understanding signed with the operator, and a copy of approved airport security programme detailing the arrangement in place at the airport to ensure optimum implementation of aviation security measures.				
IS 12.4.2 (6b)	A copy of memorandum of understanding or agreement signed with NAMA setting out the technical terms under which the air traffic services are to be provided.				
IS 12.4.2 (6c)	A copy of memorandum of understanding or agreement signed with NIMET setting out the technical terms under which the meteorological services are to be provided.				

**INSTRUCTIONS:**

1. Properly completed and accurate Statement of compliance document serves as a primary record of the Aerodrome Certificate applicant's conformance with Nig.CARs Part 12
2. Full conformance with Nig.CARs Part 12 is required before completion of Aerodrome certification process.
3. This checklist is submitted to the Authority as a required attachment to the <insert the Name of Operator> certification formal applications.
4. Submission of this document is an official record of <insert the Name of Operator> to outline how their manual system and organisational operations procedures are in conformance with Nig.CARs Part 12.
5. Columns 1 and 2 contains the regulatory section number and text of the regulations to enable the user to orient to the proper specific regulatory requirement
6. Where columns 3 indicates the references (specific page numbers and sections) from operator's Aerodrome Manual or Standards Operating Procedures (SOPs)
7. Column 4 indicates explanatory comments for each specific regulatory requirement (Compliant, Not compliant or Not applicable or other remarks).
8. Column 5 and 6 are reserved for the Aerodrome Safety Inspector's review to indicate that the applicants manual(s) paragraph references and/or comments regarding this specific regulatory requirement is accurate and complete (or unsatisfactory and rejected).



Title of Manual:Statement of Compliance Checklist
Manual Revision Number:
Effective Date:
.....

Prepared by:
Name :
.....
Designation:
.....
Signature:Date:

The undersigned personnel declare that they have read and understood the contents of the Nig.CARs Part 12/ Aerodrome Standards Manual (ASM).

Checked and Recommended for Approval by:
Name:
.....
Designation:
Signature:
Date:.....

THE MANAGEMENT OF THE <insert the Name of Operator>HEREBY CERTIFY THAT THIS IS AN ACCURATE AND COMPLETE RECORD DEMONSTRATING THE CURRENT CONFORMANCE WITH NIGERIA CIVIL AVIATION REGULATIONS (Nig.CARs) PART 12/AERODROME STANDARDS MANUAL.

Airport Manager's Name:.....Signature.....
....
Date:.....

APPROVED

.....
Director General Date:.....



Nig. CARs/ Aerodrome Standards Manual Ref No:	Requirement of the Regulations/ Aerodrome Standards Manual	Compliance Method Aerodrome Manual Ref No:	Comments by Aerodrome Operator (if applicable)	Status	Aerodrome Safety Inspector's comment
Updating Of The Heliport Manual					
Nig.CARs Part 12.4.1 (3)	The manual is updated using a defined process and shall include a record of all amendments, effective dates and amendment approvals.				
ASM 3.4.5.2 and ASM 3.4.5.3 and ASM 3.4.5.5	The method of enabling all Heliport operating staff to have access to the relevant parts of the manual shall be defined and can be demonstrated.				
ASM 3.4.5.9	Any amendments or additions shall be communicated to the authority in accordance with the continued oversight requirements established by the NCAA				
Comments					

Part 1 – General Information

IS 12.11.3 (1a)	name of heliport owner/operator, and address and telephone number[s] at which the owner/operator can be contacted at all times;				
IS 12.11.3 (1b)	purpose, and scope of the heliport manual ;				
IS 12.11.3 (1c)	conditions for use of the heliport including operational limitation and restriction;				



IS 12.11.3(1d)	available aeronautical information system and procedures for its promulgation ;				
IS 12.11.3(1e)	system for recording helicopter movements ;				
IS 12.11.3(1f)	Obligations of the heliport operator.				
Is 12.11.3(1g)	Co-ordination Policy or Letters of Agreement between AIS and Aerodrome Operator on areas of co-ordination including but not limited to Aerodrome Emergency Planning, Aerodrome Condition Reporting and Aerodrome Vehicle Operations.				
IS 12.11.3(1h)	Distribution of the heliport manual				
IS 12.11.3(1i)	Procedures for distribution and amendment of the heliport manual and circumstances in which amendments may be needed				
IS 12.11.3(1j)	Checklist of pages				
IS 12.11.3(1k)	Preface by certificate holder				
IS 12.11.3(1l)	Table of content				
IS 12.11.3(1m)	Glossary terms				
IS 12.11.3(1n)	Abbreviations				
IS 12.11.3(1o)	Appendixes				
	Comments:				



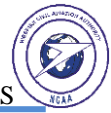
Part 2 - Particulars of Heliport Site					
IS 12.11.3(2a)	a plan of the heliport showing the main heliport facilities and heliport boundaries ;				
IS 12.11.3(2b)	a plan showing distance of heliport from the nearest city and aerodrome ;				
IS 12.11.3(2c)	Particulars of the title of the heliport site.				
	Comments:				
PART 3 - PARTICULARS OF THE HELIPORT REQUIRED TO BE REPORTED TO THE AIS					
IS 12.11.3(3a)	the name and type of the heliport ;				
IS 12.11.3(3b)	the location and distance of the heliport to the nearest town or aerodrome ;				
IS 12.11.3(3c)	the geographical co-ordinates of the heliport reference point and elevation determined by reference to the World Geodetic System 1984 (WGS - 84) reference datum ;				
IS 12.11.3(3d)	the heliport dimensions and related information(FATO/TLOF - type, dimension, slope, true bearing, designation number and bearing strength in tonnes;) ;				
IS 12.11.3(3e)	the declared distances(take-off distance available; rejected take-off distance available; and landing distance available.) ;				
IS 12.11.3(3f)	information about visual aids systems(markings and lighting; wind direction indicator; VAGS; HAPI.) ;				
IS 12.11.3(3g)	The operational status of associated facilities services, navigational aids and heliport conditions.				
IS 12.11.3(3h)	details of heliport beacon(if any)				
	Comments:				



HELIPORT OPERATING PROCEDURES AND SAFETY MEASURES				
Heliport Administration- Particulars of the helideck administration, including –				
IS 12.11.3 (4.1a)	the helideck organizational chart showing the name and position of key personnel;			
IS 12.11.3 (4.1b)	the duty-list and responsibilities of key personnel, in particular the Heliport Manager and Heliport Duty Officer; and			
IS 12.11.3 (4.1c)	the name and telephone number of the Heliport Manager ;			
Heliport Emergency Plan- Particulars of the heliport emergency plan, including the following: –				
IS 12.11.3 (4. 2a)	plans for dealing with emergencies occurring at the heliport;			
IS 12.11.3 (4.2b)	details of test for equipment to be used in emergencies, including frequency of those tests; and details of exercise to test the emergency plan, including the frequency of those exercises.			
Visual Aids and Electrical Systems- Particulars of procedures for the inspection and maintenance, aeronautical lights [including obstacle lights], signs, markers and electrical systems				
IS 12.11.3 (4.3a)	arrangements for inspection;			
IS 12.11.3 (4.3b)	reporting and recording of inspection findings;			
IS 12.11.3 (4.3c)	correction of deficiencies;			
IS 12.11.3 (4.3d)	arrangements for routine maintenance; and			
IS 12.11.3 (4.3e)	Arrangements secondary power supply.			
Heliport Reporting Procedures-Particulars of procedures for notifying any changes to the infrastructure, facilities and operational procedures, including: –				
IS 12.11.3 (4.4a)	arrangement for reporting changes; and			
IS 12.11.3(4.4b)	recording of changes			
Access to Heliport Area				
IS 12.11.3 (4.5)	Procedure for the prevention of unauthorized entry of person[s] into the heliport.			



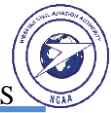
Heliport Serviceability Inspections-Particulars of procedures for the inspection of the heliport area and obstacle limitation surfaces; visual aids , including: –					
IS 12.11.3 (4.6a)	details of inspection intervals and times;				
IS 12.11.3 (4.6b)	inspection checklist and logbook;				
IS 12.11.3 (4.6c)	reporting of inspection findings; and				
IS 12.11.3 (4.6d)	correction of unsafe conditions or deficiencies.				
Vehicle and Movement Control					
IS 12.11.3 (4.7)	Where available, particulars of the procedure for the control of vehicular movements				
Obstacle Control Measures- Particulars setting out the procedures for: -					
IS 12.11.3 (4.8a)	controlling obstacles within the authority of owner;				
IS 12.11.3 (4.8b)	monitoring development within the obstacle limitation surfaces; and				
IS 12.11.3 (4.8c)	coordination for controlling new developments in vicinity of the heliport;				
Measures To Protect Navigation Aids- Particulars of the procedures for the protection of sites for radio navigational aids: –					
IS 12.11.3 (4.9a)	arrangements for controlling activities in vicinity of nav aids installations;				
IS 12.11.3 (4.9b)	arrangements for ground maintenance of these installations; and				
IS 12.11.3 (4.9c)	arrangements for the installation of signs warning of radiation				
Removal Of Disabled Aircraft- Particulars of the procedures for removing of a disabled aircraft, including -					
IS 12.11.3 (4.10a)	role of heliport owner and holder of the aircraft certificate of registration;				
IS 12.11.3 (4.10b)	arrangements for notifying holder of the aircraft certificate of registration; and				
IS 12.11.3 (4.10c)	arrangements for obtaining equipment and personnel to remove aircraft.				
Handling Of Hazardous Materials- Particulars of the procedures for safe handling and storage of hazardous materials, including:					
IS 12.11.3 (4.11a)	arrangements for special areas on the helideck for storage of inflammable liquids [including aviation fuel] and other hazardous material; and				
IS 12.11.3 (4.11b)	method for the delivery, storage, dispensing and handling of hazardous material.				



Heliport Rescue and FireFighting- Particulars of the provision of :					
IS 12.11.3 (4.12a)	fire fighting category ;				
IS 12.11.3 (4.12b)	vehicles(where applicable) ;				
IS 12.11.3 (4.12c)	extinguishing agents ;				
IS 12.11.3 (4.12d)	Firefighting and rescue equipment.				
ATC Coordination Procedures- Particulars of procedures for coordination with Air Traffic Services Unit[s], including –					
IS 12.11.3 (4.13a)	procedures for arrivals;				
IS 12.11.3 (4.13b)	procedures for departures; and				
IS 12.11.3 (4.13c)	communication facilities provided				
Maintenance Of Heliport Area- Particulars of procedures for the inspection and maintenance of heliport area					
IS 12.11.3 (4.14a)	arrangements for inspection;				
IS 12.11.3 (4.14b)	maintenance of paved areas;				
IS 12.11.3 (4.14c)	maintenance of markings; and				
IS 12.11.3 (4.14d)	maintenance of drainage.				
Comments:					
Part 5 - SAFETY MANAGEMENT SYSTEM					
Particulars of procedures to ensure safety during heliport operations:-					
IS 12.11.3 (5 a)	helicopter arrival procedures [including engine shut-down];				
IS 12.11.3 (5 b)	helicopter departing procedure [including engine-start];				
IS 12.11.3 (5 c)	fuelling procedures and safety precautions;				
IS 12.11.3 (5 d)	protection from rotor downwash;				
IS 12.11.3 (5 e)	apron sweeping and cleaning;				
IS 12.11.3 (5 f)	arrangements for reporting incidents and accidents; and				
IS 12.11.3 (5 g)	personnel safety procedures.				
Comments:					



PART 6- QUALITY SYSTEMS					
Particulars of Quality Systems with emphasis on operations, maintenance and quality of service delivery to helicopter operators and heliport users including:					
IS 12.11.3 (6 i)	Scale for weighing baggage, passengers and freight;				
IS 12.11.3 (6 ii)	safety briefing room equipped with video machine, TV, tapes chairs etc;				
IS 12.11.3 (6 iii)	procedure for screening (hand held metal detector or walk through metal detector or x-ray machine) of passengers boarding or before entry into the helicopter, and				
IS 12.11.3 (6 iv)	procedure for checking and carriage of dangerous goods				
	Comments:				
ENVIRONMENTAL PROTECTION					
Particulars of procedures for environmental protection:					
IS 12.11.3 (7 a)	arrangement for preventing contamination of the land upon which they occupy, and any pollution that results from their activities is managed and cleaned up.				
IS 12.11.3 (7 b)	arrangement for training the RFF personnel or assigned person to undertake a fuel spill response.				
IS 12.11.3 (7 c)	arrangement for ensuring that fuelling is performed with precautions to prevent spill onto the soil or into drainage systems. Aircraft, vehicles or				



IS 12.11.3 (7 d)	arrangement for ensuring that all waste oils, fuels, chemicals and hazardous waste are stored, handled or disposed in accordance with environmental laws.				
IS 12.11.3 (7 e)	arrangement for mitigation against the impact of noise pollution within residential areas around heliports vicinity.				
Comment:					
CONTROL, AMENDMENT AND DISTRIBUTION OF MANUAL					
The procedures for control, amendment and distribution of the heliport manuals including:					
IS 12.11.3 (8 i)	maintaining the accuracy of the Heliport Manual;				
IS 12.11.3(8 ii)	ensuring the safe and efficient operation of aircraft at the Heliport; or				
IS 12.11.3(8iii)	ensuring the safety of air navigation.				
IS 12.11.3(8 iv)	ensuring each supervisory member of the Heliport operating staff including those employed by the operator's contractors or agents, where relevant, have copies of relevant sections of the Heliport Manual.				

Capt. Muhtar Usman
Director General