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Volume: 54

Issue: 14

Date: 20 Rajab 1446 - 20 January 2025

Monday

Regulation No: 2025/R-12

MCAR 138A - Water Aerodrome Rules

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Maldives Civil Aviation Authority
Republic of Maldives

Maldivian Civil Aviation Regulations

MCAR 138A - Water Aerodrome Rules

Issue 1.00, 20 January 2025

Foreword

Maldives Civil Aviation Authority, in exercise of the powers conferred on it under Articles 5 and 6 of the Maldives Civil Aviation Authority Act 2/2012 has developed this Regulation.

This Regulation shall be cited as “MCAR 138A - Water Aerodrome Rules” and shall come in to force on 1st May 2025.

List of Effective Pages

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1. Water Aerodrome Rules

1.1 General

- 1.1.1 This regulation prescribes requirements to the operators for developing, operation and maintenance of water aerodromes. For seaplane platforms and water runways which do not meet the certification criteria prescribed in this regulation refer to MCAR 138C – Seaplane Platform Licensing.
- 1.1.2 Operations on water differ significantly from those conducted on land, and the certification criteria for land aerodromes are inappropriate in some areas. Although based on the existing land aerodrome criteria, the different operational and safety risks when operating onto and from water have been recognized and addressed.
- 1.1.3 The process of granting a water aerodrome certificate is no different from that of a land aerodrome, and each application would be assessed on the ability to meet the relevant requirements.
- 1.1.4 The water aerodrome certification criteria are designed to cater for day, Visual Flight Rules (VFR) operations only.

1.2 Access to Water Aerodromes

- 1.2.1 The operator of a water aerodrome shall allow the CAA to inspect water aerodrome facilities, equipment, services, operating procedures, water aerodrome operator's documents and records, its Safety Management System, or any other facility/documentation related to the water aerodromes that CAA considers relevant to the inspection.
- 1.2.2 The water aerodrome operator shall allow access for personnel authorized by the CAA to any part of the water aerodrome or any facilities, equipment, documentation or records for the purposes of paragraph 1.2.1.

1.3 Definitions

Definitions of the terms and abbreviations used in this Regulation, unless the context requires otherwise, are in MCAR-1 Definitions and MCAR-138B Water Aerodrome Standards.

'Certificate Holder' means the authorized operator of the water aerodrome.

'Fixed platform' means a platform extending from the shore, on water and supported by pillars to hold it in position, intended to align alongside seaplanes for the purposes of embarkation and disembarkation of passengers, loading and unloading of cargo, or refuelling or parking of seaplanes.

'Floating Platform' means a platform placed on open water authorized for the purpose of embarkation and disembarkation of passengers or cargo by seaplane.

'Water Aerodrome' means a defined area, primarily on water, intended to be used either wholly or in part for the arrival, departure and movement of aircraft, and any building and equipment on ground or water.

'Water Runway' means a defined rectangular area on a water aerodrome, intended for the landing and take-off of aircraft along its length.

'Movement Area' means the part of an aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the maneuvering area and platforms.

'Maneuvering Area' means the part of an aerodrome to be used for take-off, landing and taxiing of aircraft, excluding the platform.

1.4 Standards for Water Aerodromes

1.4.1 The standards for certification of water aerodrome is contained in MCAR 138B - Water Aerodrome Standards.

1.5 Exemptions

1.5.1 CAA may, in writing, exempt a water aerodrome operator from compliance with the specified provisions of this regulation or specified standards set out in the water aerodrome standards.

1.5.2 Before deciding to exempt a water aerodrome operator, CAA will take into account any relevant considerations relating to the safety of air navigation.

1.5.3 The water aerodrome operator shall present an aeronautical study to CAA containing a risk assessment of that non-compliant water aerodrome standard(s) and demonstrate that the level of air navigation safety is acceptable to the CAA.

1.5.4 The validity of any exemption is dependent on the operator complying with any condition that the CAA specifies in the exemption as being necessary in the interests of safety of air navigation.

1.5.5 The water aerodrome operator shall comply with the conditions specified in the exemption.

1.6 Requirements for a Water Aerodrome Certificate

- 1.6.1 The operator shall apply for certification of the water aerodrome if:
- a) the water aerodrome is co-located within a land aerodrome; or
 - b) the water aerodrome exceeds 100,000 movements annually; or
 - c) the CAA finds it necessary to certify the water aerodrome.

1.7 Application for a Water Aerodrome Certificate

- 1.7.1 Application for water aerodromes shall be submitted in the form MCAA/AD/09.
- 1.7.2 As part of the certification process, the applicant shall prepare and submit a Water Aerodrome Manual which will include all pertinent information on the water aerodrome site, facilities, services, equipment, details of all known obstruction to air navigation, operating procedures, organization, management including a Safety Management System and an emergency response plan for approval prior to granting the water aerodrome certificate.
- 1.7.3 The applicant shall arrange an onsite inspection of the Water Aerodrome.

1.8 Grant of a Water Aerodrome Certificate

- 1.8.1 CAA shall grant a water aerodrome certificate to an applicant under this regulation, if:
- a) the aerodrome's facilities, services and equipment are in accordance with the standards specified in MCAR 138B - Water Aerodrome Standards;
 - b) the water aerodrome's operating procedures make satisfactory provision for the safety of the aircraft;
 - c) the water aerodrome manual has been approved by the CAA and it meets the requirements established in these regulations;
 - d) the applicant have adequate, competent and qualified personnel to be able to properly operate and maintain the water aerodrome; and
 - e) an acceptable aerodrome Safety Management System (SMS) is implemented.

1.9 Amendment of a Water Aerodrome Certificate

- 1.9.1 The holder of a water aerodrome certificate as established in 1.8, may request to CAA for the amendment of the water aerodrome certificate when:
- a) there is a change in the ownership or management of the water aerodrome;
 - b) there is a change in the use or operation of the water aerodrome;
 - c) there is a change in the boundaries of the water aerodrome;
 - d) there is a change on the original conditions of the water aerodrome certification.

1.10 Renewal of a Water Aerodrome Certificate

- 1.10.1 An application for the renewal of a water aerodrome certificate shall be made on form MCAA/AD/09.
- 1.10.2 The application shall be submitted to CAA, not less than 30 days before the certificate expires.

1.11 Duration of a Water Aerodrome Certificate

- 1.11.1 A water aerodrome certificate shall be valid for the number of years indicated in the certificate unless earlier cancelled, and shall remain in force during that period unless it is suspended.

1.12 Suspension or Cancellation by CAA

- 1.12.1 CAA may suspend or cancel a water aerodrome certificate if there are reasonable grounds to believe that:
 - a) a condition to which the water aerodrome certificate was subjected has been breached or not complied with;
 - b) the water aerodrome facilities, operations or maintenance are not up to the standards required in the interests of the safety of air navigation.
- 1.12.2 Before suspending or canceling a water aerodrome certificate, CAA must give to the holder of a Water Aerodrome Certificate a notice that describes the non-compliance with this regulation and invites the holder to submit a corrective action plan acceptable to CAA.
- 1.12.3 CAA shall take into account any reasons the holder provides within the time allowed, prior to making a decision about suspension or cancellation.

1.13 Cancellation at the request of the holder

- 1.13.1 If the holder of a water aerodrome certificate wishes to surrender the certificate, the holder shall give not less than 30 days written notice to the CAA of the date on which the holder will surrender the certificate.
- 1.13.2 CAA will cancel the water aerodrome certificate on the date specified by the certificate holder for surrender of the certificate.

1.14 Return of certificate if cancelled

- 1.14.1 If CAA cancels a water aerodrome certificate, the person who was the certificate holder shall return the water aerodrome certificate to the CAA immediately.

1.15 Transfer of a Water Aerodrome Certificate

- 1.15.1 CAA may give its consent to and issue an instrument of transfer of a water aerodrome certificate to a transferee when:

- a) the current holder of the water aerodrome certificate notifies the CAA in writing, at least 30 days before ceasing to operate the water aerodrome, that the current holder will cease to operate the water aerodrome as of the date specified in the notice;
- b) the current holder of the water aerodrome certificate notifies CAA in writing, of the name of the transferee;
- c) the transferee applies to the CAA in writing, within 30 days before the current holder of the water aerodrome certificate ceases to operate the water aerodrome for the certificate to be transferred to the transferee; and
- d) the requirements set out in regulation are met in respect of the transferee.

1.15.2 If CAA does not consent to the transfer of a water aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than 14 days after making that decision.

1.16 Interim Water Aerodrome Certificate

1.16.1 CAA may grant an interim water aerodrome certificate to an applicant if the CAA is satisfied that:

- a) a water aerodrome certificate in respect of the aerodrome will be issued to the applicant or transferred to the transferee as soon as the application procedure for the grant or transfer of a certificate has been completed; and
- b) the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.

1.16.2 An interim water aerodrome certificate issued pursuant to sub-regulation 1.16.1 shall expire on:

- a) the date on which the water aerodrome certificate is issued or transferred; or
 - b) the expiry date specified in the interim water aerodrome certificate;
- whichever is earlier.

1.17 General Operating Conditions

1.17.1 The water aerodrome operator shall take all reasonable measures to ensure that obstacles at, or within the vicinity of the aerodrome are detected and reported to the CAA as quickly as possible.

1.17.2 No person shall operate any device, on any water aerodrome to which these regulations apply, which may cause interference to communication between aircraft and ground.

1.17.3 During operational hours, the water aerodrome operator shall ensure that the hazards in the movement area reduced to a level ALARP.

1.17.4 The water aerodrome operator shall take all reasonable actions to remove any object or vessel anchored, moored or otherwise within any water aerodrome in contravention of this regulation.

- 1.17.5 The water aerodrome operator is responsible for ensuring that no unauthorized person shall enter or remain in a water aerodrome.
- 1.17.6 Information relating to the certified water aerodromes shall be published in the Aeronautical Information Publication.

1.18 Water Aerodrome Manual

- 1.18.1 The operator of a certified Water Aerodrome shall have a water aerodrome manual approved by the CAA, in accordance with the requirements of this regulation.
- 1.18.2 The operator's water aerodrome manual shall be up-to-date, and any amendments thereto shall be approved by CAA.
- 1.18.3 If the operator's principal place of business is not at the aerodrome, a copy of the manual shall be kept at the principal place of business. A copy of the manual shall be made available for inspection by authorized persons whenever the aerodrome is operational.
- 1.18.4 The operator of a certified water aerodrome shall keep the master copy of the water aerodrome manual in printed form. Other copies of the manual may be kept in a printed or an electronic form.

1.19 Information to be included in the Water Aerodrome Manual

- 1.19.1 For sub-regulation 1.18, the water aerodrome manual shall include the information as contained in Appendix A.

1.20 Amendments of the Water Aerodrome Manual

- 1.20.1 The operator of a certified water aerodrome shall amend the water aerodrome manual, whenever it is necessary to do so, to maintain the accuracy of information in the manual. Any amendments to the water aerodrome manual shall be approved by CAA.
- 1.20.2 To maintain the accuracy of the water aerodrome manual, CAA may give written direction to the operator requiring the operator to amend the manual in accordance with such a direction.
- 1.20.3 An operator shall comply with a direction given to the operator under regulations made by the CAA.

1.21 Water Aerodrome Operating Procedures

- 1.21.1 Subject to any directions issued under sub-regulation 1.20.2, the operator of a certified water aerodrome shall operate and maintain the water aerodrome in accordance with the procedures set out in the water aerodrome manual for the water aerodrome.
- 1.21.2 CAA may direct the operator of a certified water aerodrome to change the procedures set out in the water aerodrome manual, if CAA considers such changes to be necessary in the interests of the safety of air navigation.

1.22 Care and Diligence in Operation and Maintenance

- 1.22.1 The operator of a certified water aerodrome shall ensure that the water aerodrome is operated and maintained with a reasonable degree of care and diligence.
- 1.22.2 The water aerodrome operator shall establish and implement a training programme for personnel involved in the operation, maintenance and management of the water aerodrome, to ensure their continued competence, and that they are aware of the rules and procedures relevant to operation of the aerodrome and the relationship of their functions and tasks to the water aerodrome operation as a whole.
- 1.22.3 A water aerodrome operator shall prepare and implement a maintenance programme, to maintain facilities and movement area in a condition which does not impair the safety, regularity or efficiency of air navigation. Such a maintenance program shall include preventive maintenance work as well as routine inspections and corrective maintenance work.

1.23 Reporting of operational condition

- 1.23.1 The operator of a certified water aerodrome shall notify the Aeronautical Information Service (AIS), as soon as practicable (for the issue of a Notice to Airmen [NOTAM]), of any aerodrome operational condition or defect at the aerodrome that may affect the safe operation of aircraft.
- 1.23.2 Each holder of a water aerodrome operating certificate shall establish procedures for restricting aircraft operations where an unsafe condition exists on an aerodrome.
- 1.23.3 The procedures shall ensure that operations are not conducted on portions of the aerodrome where such an unsafe condition exists.

1.24 Notice of Deviation

- 1.24.1 The operator of a water aerodrome shall inform CAA in writing, of the deviation within 2 days after the deviation was made.

1.25 Reporting of changes and occurrences at Water Aerodrome

- 1.25.1 The operator of a certified water aerodrome shall, in accordance with the water aerodrome standards, give notice to CAA and air traffic control of:
- a) any temporary or permanent change in the physical condition or level of service of the water aerodrome that may affect the safety of aircraft; and
 - b) any other occurrence relating to the operation or maintenance of the water aerodrome that may affect the safety of aircraft.

1.26 Changes in Information Published in the AIP

- 1.26.1 To maintain accuracy of the information published in Aeronautical Information Publications (AIP) relating to a certified water aerodrome, the operator of the water aerodrome shall inform Aeronautical Information Services and CAA in writing, of any change required to that information.

1.27 Safety Management System

- 1.27.1 The operator of a certified water aerodrome shall establish, implement, and maintain a system for safety management that includes:
- a) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
 - b) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
 - c) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
 - d) maintaining personnel trained and competent to perform their tasks;
 - e) documentation of all safety management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - f) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - g) any additional requirements that are prescribed in this Regulation or any other Regulation applicable to the organisation.
- 1.27.2 The safety management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.
- 1.27.3 Where the organisation holds one or more additional organisation certificates within the scope of Maldives Civil Aviation Authority Act 2/2012 and its implementing regulations, the safety management system should be integrated with that required under the additional certificate(s) held.

Appendix A. Particulars to be included in a Water Aerodrome Manual

Part 1 General

General information, including the following:

1.1 Introduction

- a) A statement signed by the accountable manager that the aerodrome manual complies with all applicable requirements, and with the terms of the certificate;
- b) A statement signed by the accountable manager that the aerodrome manual contains operational instructions that are to be complied with by the relevant personnel;
- c) A list and brief description of the various parts, their contents, applicability, and use;
- d) Explanations, abbreviations, and definitions of terms needed for the use of the manual;

1.2 System of amendment and revision

- a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions;
- b) Table of contents, record of amendments and revisions with insertion dates, and effective dates;
- c) A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment, or revision in the interest of safety;
- d) A description of the system for the annotation of pages, or paragraphs and their effective dates;
- e) A list of effective pages or paragraphs;
- f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams);
- g) Temporary revisions; and
- h) Description of the distribution system and a distribution list for the aerodrome manual, its amendments, and revisions.

1.3 Purpose and scope of the manual

- a) legal requirements for Water Aerodrome Certificate and the manual as prescribed in the national regulations;
- b) conditions for use of the water aerodrome - a statement to indicate that the water aerodrome shall at all time, when it is available for the take-offs and landings of aircraft, be so available to all persons on equal terms and conditions;

- c) the system of aeronautical information available and the procedure for their promulgation;
- d) the system for recording aircraft movement; and
- e) obligations of the Water Aerodrome Operator.

Part 2 Particulars of the Water Aerodrome Site

2.1 General information including the following:

- a) plan of the water aerodrome showing the main water aerodrome facilities for the operation of the water aerodrome including, particularly, the location of each wind direction indicator;
- b) plan of the water aerodrome showing the water aerodrome boundaries;
- c) plan showing the distance of the water aerodrome from the nearest city, town or other populous area, and the location of any water aerodrome facilities and equipment outside the boundaries of the water aerodrome; and
- d) particulars of the title of
 - i) the water aerodrome site or
 - ii) if the boundaries of the water aerodrome are not defined in the documents, the property on which the water aerodrome is located and a plan showing the boundaries and position of the water aerodrome.

Part 3 Particulars of the Water Aerodrome required to be reported to aeronautical information service (AIS)

3.1 General Information

- a) the name of the water aerodrome;
- b) the location of the water aerodrome;
- c) the geographical co-ordinates of the Aerodrome Reference Point determined in terms of World Geodetic System - 1984 (WGS - 84) reference datum;
- d) water aerodrome reference temperature;
- e) name of the water aerodrome operator and the address and telephone numbers at which the water aerodrome operator may be contacted at all times.

3.2 Water Aerodrome dimensions and related information

General information, including the following:

- a) Number and orientation of water runways runway - true bearing, designation number, length, width, displaced threshold location, declared distances;
- b) Water depth;
- c) Water runway strip dimensions;
- d) Turning basin dimensions;
- e) Taxi channel dimensions;
- f) Mooring area dimensions;
- g) Details of Shoring facilities.
- h) Visual aids for Navigation;
- i) Visual Aids for Denoting Obstacles;
- j) the geographical coordinates of each threshold;
- k) 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 on International Civil Aviation);
- l) disabled aircraft removal plan: the telephone/telex/facsimile numbers; e-mail address of the aerodrome coordinator for the removal of an aircraft disabled on or adjacent to the movement area; information on the capability to remove a disabled aircraft - expressed in terms of the aircraft which the aerodrome is equipped to remove; and

- m) rescue and firefighting: level of protection provided, expressed terms of the category of the rescue and firefighting services which should be in accordance with the longest aeroplane normally using the water aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

Note. - Accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.

Part 4 Particulars of the aerodrome operating procedures and safety measures

4.1 Water Aerodrome reporting

Particulars of the Procedures for reporting any changes to the aerodrome information set out in AIP and procedures for requesting the issue of NOTAMS, including the following;

- a) arrangements for reporting any changes to the CAA, and recording the reporting of changes, during and outside the normal hours of water aerodrome operations;
- b) procedures for restricting aircraft operations where an unsafe condition exists on an aerodrome.
- c) names and roles of persons responsible for notifying their telephone number during and outside the normal hours of aerodrome operations and the location and telephone numbers, as provided by the CAA, of the place at which changes are to be reported to the CAA.

4.2 Access to water aerodrome movement area

Particulars of the procedure developed and to be followed in coordination with the agency responsible to prevent unlawful interference in civil aviation at the water aerodrome, for prevention of unauthorized entry of persons, vehicles, vessels, equipment, animals or other things, into the movement area including the following:

- a) the role of water aerodrome operator, aircraft operator, aerodrome security entity, the CAA and other government departments, as applicable; and
- b) the names and role of the personnel responsible for controlling access to the aerodrome and the telephone number for contacting those personnel during and after working hours.
- c) procedure for the control of vessels operating on the movement area, including the method of issuing permits for operating vessels in the movement area.

4.3 Water Aerodrome emergency plan

Particulars of the aerodrome emergency plan, including the following:

- a) plans for dealing with emergencies occurring at the water aerodrome or in its vicinity, including malfunction of aircraft in flight, structural fires, sabotage including bomb threat (aircraft or structure), unlawful seizure of aircraft and incidents on the airport covering "during the emergency" and "after the emergency" considerations;
- b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of these tests;
- c) details of exercises to test emergency plans, including the frequency of those exercises;

- d) arrangements for reviewing the frequency of those exercises;
- e) list of organizations, agencies and persons of authority both on- and off-airport for site roles; their telephone numbers, fax and e-mail address directory, SITA code directory and radio frequencies of offices;
- f) establishment of a water aerodrome emergency committee;
- g) appointment of an on-scene commander of an overall emergency operation.

4.4 Rescue and firefighting

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and firefighting requirements, including the names and roles of the persons responsible for dealing with rescue and firefighting services at the aerodrome.

Note. - This subject should also be covered in appropriate detail in the Water Aerodrome Emergency Plan.

4.5 Water Aerodrome movement area and obstacle limitation surface inspection by the aerodrome operator

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- a) arrangement for carrying out inspections,
- b) arrangement and means of communicating with the Air Traffic Control during an inspection;
- c) arrangement for keeping an inspection logbook and the location of the logbook;
- d) details of inspection intervals and times;
- e) inspection checklist;
- f) arrangement for reporting the results of the inspection and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- g) the names and roles of persons responsible for carrying out inspections and their telephone numbers during and after working hours.

4.6 Inspection and Maintenance of Visual aids

Particulars of the procedures for the inspection and maintenance of the aeronautical lights (including obstacle lighting), signs, markers and water aerodrome electrical system including the following:

- a) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation and the checklist for inspections;
- b) arrangement for recording the result of inspection and for taking follow-up action to correct deficiencies;
- c) arrangement for carrying out routine maintenance and emergency maintenances;

- d) arrangements for secondary power supplies, if any, and if applicable, particulars of any other method of dealing with partial or total system failure;
- e) the names and roles of the persons responsible for inspection and maintenance of the lighting and the telephone numbers for contacting those persons during and after working hours.

4.7 Movement area maintenance

Particulars of the facilities and procedures for the maintenance of movement area.

4.8 Water Aerodrome works safety

Particulars of the procedures for planning and carrying out works safely (including works which may have to be carried out at short notice) on or in the vicinity of the movement area that may extend above an obstacle limitation surface including the following:

- a) arrangement for communicating with Air Traffic Control during the progress of such works;
- b) names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the works and the arrangement for contacting those persons and organizations at all times;
- c) names of the water aerodrome operators and aircraft operators who are to be notified of the work, and their telephone numbers during and after working hours; and
- d) distribution list for work plans, if required.

4.9 Wildlife hazard management

Particulars of the procedure to deal with danger to aircraft operations caused by the presence of birds or mammals in the water aerodrome flight pattern or movement area, including the following;

- a) arrangement for assessing any wildlife hazard;
- b) arrangement for implementing wildlife control programmes; and
- c) names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hour.

4.10 Obstacle control

Particulars setting out the procedures for:

- a) monitoring the obstacle limitation surface;
- b) controlling obstacles within the authority of the operator;
- c) monitoring buildings or structure development in relation to their height within the boundaries of the obstacle limitation surface;

- d) the control of new developments in the vicinity of aerodromes; and
- e) notifying the CAA of the nature and location of obstacles and any subsequent addition or removal of obstacle for including in the amendment of the AIS publications.

4.11 Disabled aircraft removal plan and procedure

Particulars of procedure for removing an aircraft which disabled on or adjacent to the movement area including the following:

- a) roles of the water aerodrome operator and the holder of the aircraft of registration;
- b) arrangement for notifying the holder of the certificate of registration;
- c) arrangement for liaising with the air traffic control;
- d) arrangement for obtaining equipment and persons to remove the disabled aircraft; and
- e) names and roles of persons responsible for arrangement of the removal of disabled aircraft and their telephone numbers.

4.12 Handling of hazardous material

Particulars of the procedures for safe handling and storage of hazardous material on the aerodrome, including the following:

- a) the arrangement for special areas on the aerodrome to be set-up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
- b) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

Note. - Hazardous materials include inflammable liquids and solid, corrosive liquids, compressed gases and magnetized or radioactive materials. The arrangement to deal with an accidental spillage of hazardous material should be included in the aerodrome emergency plan.

Part 5 Water Aerodrome administration and Safety Management System

Particulars of the aerodrome administration, including the following:

- a) Water aerodrome organization structure chart showing the names, positions and telephone numbers of key personnel, including their responsibilities.
 - i. Accountable Manager
 - ii. Safety Manager
 - iii. Compliance Manager
 - iv. Person Responsible for day-to-day operations
 - v. Person responsible for Aerodrome Maintenance
- b) Safety committees established at water aerodrome.

5.1 Safety management system (SMS)

A safety management system established in accordance with sub-clause 1.27 of this regulation for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance.
