



**Isle of Man**  
CIVIL AVIATION ADMINISTRATION

## **CAA Publication 12**

# **Aerodrome Operations**





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## Amendment Record

Version	Date	Details
1	December 2019	Initial issue
2	14 October 2021	<ul style="list-style-type: none"><li>• Foreword amended to remove reference to Protocol 3.</li><li>• Update to Regulation (EU) No 139/2014 variations.</li><li>• Addition of provisions relating to Global Reporting Format.</li><li>• CAP738 added to the list of adopted UK Civil Aviation Publications.</li><li>• Minor editorial corrections.</li></ul>

## Foreword

1. The IOM CAA is the division of the Government's Department for Enterprise that is responsible for regulating aviation safety and security in the Isle of Man. The IOM CAA also administers the Isle of Man Aircraft Registry and is responsible for ensuring aviation legislation in the Isle of Man meets International Civil Aviation Organisation Standards and Recommended Practices and other relevant European aviation standards.
2. This CAA Publication:
  - identifies relevant legislation and Isle of Man Civil Aviation Administration policy requirements for the operation of licensed aerodromes in the Isle of Man;
  - clarifies the relationship to European Union aerodrome operation requirements and the respective roles of the Isle of Man Civil Aviation Administration and the UK Civil Aviation Authority.



## Abbreviations

ATC	Air Traffic Control
IOM CAA	Isle of Man Civil Aviation Administration
UK CAA	United Kingdom Civil Aviation Authority

# 1. Regulatory Requirement for a Licensed Aerodrome

## 1.1 Flights to use a Licensed Aerodrome

1.1.1 Article 126 and 127 of the [Air Navigation \(Isle of Man\) Order 2015](#)<sup>1</sup> specifies that the following flights must only take-off and land at a licensed aerodrome in the Isle of Man:

- a. an aeroplane that has a maximum total mass authorised of more than 2730kg flying on a flight:
  - i. for the purpose of the commercial air transport of passengers;
  - ii. for the purpose of instruction in flying given to a person for the purpose of becoming qualified for the grant of a pilot's licence or the inclusion of an aircraft rating, a night rating or a night qualification in a licence; or
  - iii. for the purpose of carrying out flying tests for the grant of a pilot's licence or the inclusion of an aircraft rating or a night rating in a licence.
- b. an aeroplane that has a maximum total mass authorised of not more than 2730kg flying on a flight that is:
  - i. a scheduled journey for the purpose of the commercial air transport of passengers;
  - ii. for the purpose of the commercial air transport of passengers that begins and ends at the same aerodrome;
  - iii. for the purpose of instruction in flying given to a person for the purpose of becoming qualified for the grant of a pilot's licence or the inclusion of an aircraft rating, a night rating or a night qualification in a licence;
  - iv. for the purpose of a flying test for the grant of a pilot's licence or the inclusion of an aircraft rating, a night rating or a night qualification in a licence; or
  - v. for the purpose of the commercial air transport of passengers at night.
- c. a helicopter or gyroplane flying on a flight:

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<sup>1</sup> SI 2015/870 as amended by SI 2016/155

- i. that is a scheduled journey for the purpose of the commercial air transport of passengers; or
  - ii. for instruction in flying given to a person for the purpose of becoming qualified for the grant of a pilot's licence or the inclusion of an aircraft rating, a night rating or a night qualification in a licence.
- d. a glider (other than a glider being flown under arrangements made by a flying club and carrying no person other than a member of the club) flying on a flight for the purpose of the commercial air transport of passengers; or instruction in flying.

## 1.2 Licensing of Aerodromes

1.2.1 Article 129 of the [Air Navigation \(Isle of Man\) Order 2015](#) specifies the requirements for the granting of an aerodrome licence. This includes the need for the IOM CAA to be satisfied with:

- a. the aerodrome equipment, organisation, staffing maintenance and other arrangements;
- b. the physical characteristics of the aerodrome and its surroundings;
- c. the safety management system;
- d. the aerodrome manual.

1.2.2 Article 130 of the [Air Navigation \(Isle of Man\) Order 2015](#) specifies that the aerodrome licence may have a public use condition either at the request of the applicant or when the IOM CAA considers it necessary. A public use condition is a condition that the aerodrome is to be available to all persons on equal terms and conditions at all times when it is available for the take-off or landing of aircraft. An aerodrome licence with a public use condition is in this Order referred to as "a public use licence". The aerodrome licence issued to Isle of Man Airport is a public use licence.

## 1.3 Means of Compliance

1.3.1 It is the policy of the IOM CAA that holders of an aerodrome licence issued under Article 129 of the [Air Navigation \(Isle of Man\) Order 2015](#) should comply with the following EU and/or UK CAA requirements.



- a. The following parts of [Regulation \(EU\) No 139/2014](#)<sup>2</sup> (the “EASA Aerodrome Regulation”) subject to the variations listed below at sub para b:
- i. Annex III, Part-ADR.OR SUBPART B - Certification:
    - ADR.OR.B.050 Continuing compliance with the Agency’s certification specifications
    - ADR.OR.B.065 Termination of operation
  - ii. Annex III — Part-ADR.OR SUBPART C – Additional Aerodrome Operator Responsibilities:
    - ADR.OR.C.005 Aerodrome operator responsibilities
    - ADR.OR.C.015 Access
    - ADR.OR.C.020 Findings and corrective actions
    - ADR.OR.C.025 Immediate reaction to a safety problem — compliance with safety directives
    - ADR.OR.C.040 Prevention of fire
    - ADR.OR.C.045 Use of alcohol, psychoactive substances and Medicines
  - iii. Annex III — Part-ADR.OR SUBPART D - Management:
    - ADR.OR.D.005 Management system
    - ADR.OR.D.007 Management of aeronautical data and aeronautical information
    - ADR.OR.D.010 Contracted activities
    - ADR.OR.D.015 Personnel requirements (see below regarding “accountable manager”)
    - ADR.OR.D.017 Training and proficiency check programmes
    - ADR.OR.D.020 Facilities requirements
    - ADR.OR.D.025 Coordination with other organisations
    - ADR.OR.D.027 Safety programmes
    - ADR.OR.D.035 Record keeping
  - iv. Annex III — Part-ADR.OR SUBPART E – Aerodrome Manual and Documentation:
    - ADR.OR.E.005 Aerodrome manual
    - ADR.OR.E.010 Documentation requirements
  - v. Annex IV — Part-ADR.OPS SUBPART A – Aerodrome Data:

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<sup>2</sup> Subpart D – Management, ADR.OR.D.005

- ADR.OPS.A.005 Aerodrome data
  - ADR.OPS.A.010 Data quality requirements
  - ADR.OPS.A.015 Coordination between aerodrome operators and providers of aeronautical information services
  - ADR.OPS.A.057 Origination of NOTAM
  - ADR.OPS.A.060 Reporting of surface contaminants (applicable from 04 November 2022)
  - ADR.OPS.A.065 Reporting of the runway surface condition (applicable from 04 November 2022)
- vi. Annex IV — Part-ADR.OPS SUBPART B – Aerodrome Operational Services, Equipment and Installations:
- ADR.OPS.B.001 Provision of services
  - ADR.OPS.B.005 Aerodrome emergency planning
  - ADR.OPS.B.010 Rescue and firefighting services
  - ADR.OPS.B.015 Monitoring and inspection of movement area and related facilities
  - ADR.OPS.B.020 Wildlife strike hazard reduction
  - ADR.OPS.B.025 Operation of vehicles
  - ADR.OPS.B.030 Surface movement guidance and control system
  - ADR.OPS.B.035 Operations in winter conditions
  - ADR.OPS.B.040 Night operations
  - ADR.OPS.B.045 Low visibility operations
  - ADR.OPS.B.050 Operations in adverse weather conditions Regulation
  - ADR.OPS.B.055 Fuel quality
  - ADR.OPS.B.065 Visual aids and aerodrome electrical systems
  - ADR.OPS.B.070 Aerodrome works safety
  - ADR.OPS.B.075 Safeguarding of aerodromes
  - ADR.OPS.B.080 Marking and lighting of vehicles and other mobile objects
  - ADR.OPS.B.090 Use of the aerodrome by higher code letter aircraft
- vii. Annex IV — Part-ADR.OPS SUBPART C – Aerodrome Maintenance:
- ADR.OPS.C.005 General
  - ADR.OPS.C.010 Pavements, other ground surfaces and drainage
  - ADR.OPS.C.015 Visual aids and electrical systems
- viii. CS-ADR-DSN — Issue 4 (entirety)
- ix. CS-HPT-DSN — Issue 1 (entirety)
- b. The variations referenced at sub para a. above are:

- i. References to a “Member State” shall be taken as including the Isle of Man and the Island shall be treated for this purpose as a Member State separate from the UK.
  - ii. The ‘competent authority’ [Regulation \(EU\) No 139/2014](#) is the IOM CAA.
  - iii. References to ‘the certificate’ shall be taken to be the aerodrome licence issued under Article 129 of the Air Navigation (Isle of Man) Order 2015.
- b. It is the policy of the IOM CAA that the following UK Civil Aviation Publications are adopted - references to ‘the CAA’ in these publications shall in general be taken to mean ‘the IOM CAA’ for the purposes of application in the Isle of Man:
- i. [CAP 642](#) – Airside Safety Management;
  - ii. [CAP 699](#) – Framework for the competence of rescue and fire fighting service (RFFS) personnel;
  - iii. [CAP738](#) – Safeguarding of Aerodromes
  - iv. [CAP 772](#) - Wildlife Hazard Management at Aerodromes;
  - v. [CAP 777](#) - ATC Surveillance Minimum Altitude Charts in UK Airspace Policy and Design Criteria;
  - vi. [CAP 781](#) - Runway Rehabilitation;
  - vii. [CAP 1732](#) - Aerodrome Survey Guidance.

## 2. Management Systems

### 2.1 Integrated Management Systems

- 2.1.1 Where the Aerodrome Licence holder is also the holder of an ATC approval issued under Article 100 of the [Air Navigation \(Isle of Man\) Order 2015](#), it is preferable that there is one integrated management system covering all regulated functions under the remit of the aerodrome accountable manager/licence holder. The implementation of a management system in accordance with [Regulation \(EU\) No 139/2014](#)<sup>3</sup> is considered by the IOM CAA

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<sup>3</sup> Subpart D – Management, ADR.OR.D.005

to be an acceptable management system to also meet the requirements of the ATC approval.

## 3 Change Notification and Project Management

### 3.1 Overview

3.1.1 It is the policy of the IOM CAA that holders of an aerodrome licence issued under Article 129 of the [Air Navigation \(Isle of Man\) Order 2015](#) should comply with the change management requirements of sub paragraph (f) to ADR.OR.B.040 of [Regulation \(EU\) No 139/2014](#) as set out in 3.1.2 below.

3.1.2 As part of its management system, as defined in ADR.OR.D.005, the aerodrome operator proposing a change to the aerodrome, its operation, its organisation or its management system shall:

- a. determine the interdependencies with any affected parties, plan and conduct a safety assessment in coordination with these organisations;
- b. align assumptions and mitigations with any affected parties, in a systematic way;
- c. ensure a comprehensive assessment of the change including any necessary interactions; and
- d. ensure that complete and valid arguments, evidence and safety criteria are established and documented to support the safety assessment, and that the change supports the improvement of safety whenever reasonably practicable.

### 3.2 Change Management Procedure

3.2.1 Aerodrome operators must have a documented change management procedure which has been approved by the IOM CAA. The change management procedure must contain a process for implementing all changes and assessing the risks associated with changes.

3.2.2 Modifications to the approved change management procedure will require prior approval by the IOM CAA. Modifications will be reviewed and approved or rejected. (Completed within 30 days of the receipt of the notification).

3.3.3 UK CAA process for change notification as published in [CAP 791](#) (Procedures for Changes to Aerodrome Infrastructure) have been adopted (with appropriate adaptation<sup>4</sup>) by the IOM CAA as set out in the following paragraphs.

### **3.3 Categorises of Change**

3.3.1 Changes fall into the following categories:

- a. Changes that may require IOM CAA review and approval before implementation.
- b. Changes that will require prior IOM CAA approval before implementation.
- c. Changes that do not require IOM CAA approval before implementation.
- d. Changes that do not need notifying to the IOM CAA.

3.3.2 Changes that must be notified to the IOM CAA should be submitted by submitting IOM [CAA Form 2](#) (Change Notification Form) by e-mail to [caa@gov.im](mailto:caa@gov.im). The relevant documents should accompany the form.

### **3.4 Aerodrome Developments, Modifications and Surface Rehabilitation**

3.4.1 All aerodrome developments, modifications and surface rehabilitations (as defined in the sub paragraphs below) are to be notified to the IOM CAA and may require review and prior approval by the IOM CAA before implementation.

- a. Aerodrome developments are where new or upgraded infrastructure are to be provided. Examples include new or extensions to buildings, aerodrome infrastructure (such as taxiways and aprons), visual aids and navigation aids.
- b. Aerodrome modifications are where existing aerodrome infrastructure or physical characteristics are being changed, for example reconfiguration of stands, changes to the runway or declared distances. Modifications include projects that involve removing or amending existing aerodrome non-conformities.

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<sup>4</sup> Fundamentally to address the fact that a "certification basis" is currently not established for licensed aerodromes in the Isle of Man and to therefore amalgamate relevant aspects of UK CAA process for certified and national aerodromes. Also to align as far as possible with the ATC change management requirements so that an integrated consistent change management process can be developed by the aerodrome operator/ATC provider.

- c. Aerodrome surface rehabilitation is where sections of the manoeuvring and/or movement area is renewed because it is reaching the end of its life expectancy. However, rehabilitation does not include routine surface patching and repair. If the aerodrome operator is in doubt as to whether the activity falls within the scope of notification then advice from the IOM CAA should be sought.

3.4.2 The IOM CAA will assess the change proposal from the information provided and decide which of the following options is applicable:

- a. Where a review is not required the IOM CAA will advise the notifier of such. (Completed within 30 days of the receipt of the notification).
- b. Where a review is required the IOM CAA will inform the notifier, (within 30 days), that the change cannot be implemented until the review is completed and the change approved.
- c. Where there is insufficient information to allow a review decision to be made the IOM CAA will ask for further information.

3.4.3 Changes where the risk assessment has indicated a significantly high severity level will routinely be subject to review.

3.4.4 The criteria used to determine whether a review is required will include but is not limited to:

- a. size/scale and complexity of the development and its safety risk;
- b. number of regulatory site visits required;
- c. impact on aerodrome operations (level of disruption to normal operations);
- d. degree of changes required to aerodrome operations resulting from the new facility;
- e. degree of changes required to the Aerodrome Manual;
- f. whether the development would create a new non-conformance that would require detailed evaluation;
- g. impact on other regulated areas e.g. – air traffic services, flight operations, airspace/instrument flight procedures etc.

3.4.5 For large change projects the IOM CAA may request, or the aerodrome operator may offer, an Initial Change Meeting to be held in order for the aerodrome operator to brief the IOM CAA on the change proposal. Where possible, outline plans and drawings should be made available to the IOM CAA in advance of the meeting.

### **3.5 Modifications to the approved change management procedure**

3.5.1 Modifications to the approved change management procedure will require prior approval by the IOM CAA. Modifications will be reviewed and approved or rejected. (Completed within 30 days of the receipt of the notification).

### **3.6 Modifications that require notification but no approval**

3.6.1 The following types of change must be notified to but do not require the prior approval of the IOM CAA:

- a. A change to the aerodrome operator's management system and/or safety management system (excluding modifications to the change management process).
- b. Change of accountable manager and the management personnel in charge of safety, quality, security, finance and human resources-related functions as applicable.

### **3.7 Changes that do not need to be notified**

3.7.1 The following types of change do not need to be notified to the IOM CAA but shall be implemented in accordance with local safety assurance procedures and the requirements of sub paragraph (f) to ADR.OR.B.040 of [Regulation \(EU\) No 139/2014](#):

- a. Routine maintenance and repair which is addressed as part of normal day to day procedures.
- b. Equipment faults that result in the changing of components that do not affect the operating parameters.
- c. Changes to maintenance routines.
- d. Equipment modifications/manufacture's upgrades that do not affect the operating parameters.
- e. Unforeseen temporary reduction in RFFS.

- f. Use of cranes.
- g. Landlocked developments with no impact on the movement area.
- h. Document changes, typos, and formats etc. that do not impact on the content of management systems, change management systems, training courses or service provision.

### **3.8 Project planning, reparation and management**

3.8.1 Changes often require extensive planning, and the following areas will need to be considered by the aerodrome operator. However, this list is neither mandatory nor exhaustive and these elements may not be fully available or developed at the early planning stage:

- aeronautical ground lighting;
- aerodrome manual changes;
- air traffic procedures during and post-development;
- ATC line of sight requirements;
- wildlife hazard implications;
- building induced turbulence;
- changes to the existing aerodrome operating procedures;
- changes to magnetic field density as a result of development;
- emergency procedures;
- environmental impact;
- instrument approach and departure procedures and minima;
- project safety management procedures (outline);
- proposed timescale;
- revised low visibility procedures;
- removal of licence variations;
- revised runway incursion prevention measures;
- signage;
- site access plan;
- foreign object debris;
- aviation security management;
- airside driving.

3.8.2 Whenever a project is proposed, it is essential to establish whether it will result in a change to the established operating procedures at the aerodrome. Therefore, at an early stage, aerodrome operators should undertake a hazard appraisal and risk assessment to identify the potential hazards and associated risks surrounding any proposed changes, including the impact on stakeholders.



- 3.8.3 The IOM CAA will expect aerodrome operators to develop safety assurance documentation that describes how the aerodrome will manage the works, and operating procedures, to ensure that aerodrome operations can continue safely during the project. Aerodrome operators should develop and implement a formal system for the strict control, safety management, safeguarding and safety coordination of all airside works. Safety Assurance Documentation can take many forms but should be proportionate to the size of the project.
- 3.8.4 The aerodrome operator shall ensure that systems for control and safe management extend to contractors working at the aerodrome.
- 3.8.5 All members of the project management team should have clearly defined responsibilities and accountabilities in the project programme. During construction on an aerodrome, safety levels and standards of conduct must be maintained. These are essential to promoting safety, preventing accidents and meeting the aerodrome licence requirements.
- 3.8.6 It is important that accurate, up to date information is made available to all stakeholders involved in the project, including the CAA, both as part of the project planning and during the work itself. Therefore, the safety assurance and project management documentation may include any or all of the information listed at Annex A.
- 3.8.7 Before contractors start work at any aerodrome/airside location, aerodrome operators should provide a comprehensive safety briefing including the results of ongoing hazard analyses, to ensure all information needed to achieve the safe completion of any works or activity is clearly understood and agreed. Additionally, aerodrome operators should hold regular progress meetings to ensure project safety and operational objectives continue to be met. There should be close monitoring of the safety of aerodrome/airside operations while the project work is in progress and, when reaching decisions, project priorities should be subordinate to the maintenance of safety standards.

## 4. Safety Oversight and Audits

- 4.1 The IOM CAA has a direct responsibility for the oversight of licenced aerodromes in the Isle of Man. Day to day surveillance, advice and guidance by the IOM CAA is supplemented by a formalised safety audit programme with audits taking place every 1-2 years on a risk and performance based schedule. These formal audits are conducted by the UK CAA on behalf of the IOM CAA under a contract with CAA International (CAAi).

## Annex A – Safety Assurance and Project Management Documentation

Safety assurance and project management documentation information as referenced at 3.8.6 (sourced from CAP791 Chapter 5):

- A clear statement of the supervision structure for the safety management and monitoring of works, including contact details of key duty personnel concerned, for both project and aerodrome management. This should include clear responsibilities, including the person with overall accountability for the development.
- Airfield Operating Procedures during the development, including contingencies such as low visibility procedures.
- Arrangements for liaison meetings/briefings between the aerodrome management and the contractors.
- Appropriate plans and diagrams relating to the contraction process.
- Control of contractors.
- Day and night start, control and completion of work procedures.
- Communications procedures between the aerodrome operating units (e.g. ATC, Airfield Operations) and construction teams.
- Emergency procedures.
- Method of working.
- Plans of site and diagrams of works.
- Site access plan.
- Site safeguarding and marking.
- Weather minima that will affect the works.
- The general layout of the aerodrome including airside access points.
- The location and limits of works areas.
- The specific security access points to be used and the location and marking of the access routes to be used to reach airside sites.
- Methods of control and access for works sites within the Apron and Manoeuvring Area including arrangements for crossing taxiways and runways (if applicable).
- The methods and equipment to be used for protecting, marking and lighting the boundaries of works sites and for protecting normal aerodrome operations in the vicinity of the site. Also the requirement to control site lighting to prevent distraction of aircraft crews, drivers and ATC.
- The strict timing for the setting up of work sites, the start of work, daily permitted working hours at the site and procedures to be followed for starting and stopping work.
- Aerodrome emergency procedures, including response times during periods of WIP, should not be compromised. This extends to ensuring compensatory arrangements are in place to cover depletions of fire main or fire hydrants when the fire main has been deactivated due to work in progress.
- Vehicle and equipment requirements, operating rules and the requirements for staff discipline.

- Calculating and communicating amended runway declared distances.
- Maintaining appropriate pavement friction characteristics.
- Information on special safety requirements for aircraft operations in the vicinity of works and the methods of control available on the Manoeuvring Area, including radio telecommunication procedures if appropriate.
- Arrangements for the special control of 'hot works'.
- Requirements for the operation of cranes and other tall structures.
- Arrangements for the receipt and movement of heavy or bulky loads.
- Requirements for vehicle and area cleanliness, also the implications of Foreign Object Debris (FOD) and loose material hazards for aircraft operations.
- Arrangements for the disposal of waste.
- Information on the safety implications for the site and staff of special aircraft hazards including blast, vibration, fumes and noise.
- Information on the effects of strong winds at the aerodrome.
- Site safety, including personnel protection.
- Rules and guidance on control of work in progress is given in AMCs and GM to ADR.OPS.B.070 and CAP 168 "Licensing of Aerodromes", Appendix 2F. Further guidance material on the planning and management of a runway rehabilitation programme is provided in CAP 781 "Runway Rehabilitation".
- Aerodrome operators should ensure that all stakeholders are notified of aerodrome projects in a timely manner. These communications should continue through the project and may include Safety Instructions, Aerodrome Information Circulars, NOTAMs or other local procedures.