Aerodrome Operations

Policy and guidance for operators of Certified Aerodromes in the Isle of Man

CP12

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Isle of Man Government
Isle of Man
CIVIL AVIATION ADMINISTRATION

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Revision history

Version	Date	Details
1	December 2019	Initial issue
2	14 October 2021	Foreword amended to remove reference to Protocol 3 Update to Regulation (EU) No 139/2014 variations Addition of provisions relating to Global Reporting Format CAP738 added to the list of adopted UK Civil Aviation Publications Minor editorial corrections
3	1 April 2023	Update to reflect the provisions of the Civil Aviation (Aerodromes) Order 2022 (SD No. 2022/0074) Minor editorial corrections

Copies of this document are available in large print upon request.

Foreword

The Isle of Man Civil Aviation Administration ('IOMCAA') is the division of the Isle of Man Government's Department for Enterprise that is responsible for regulating aviation safety and security in the Isle of Man.

IOMCAA 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.

The Isle of Man has implemented the requirements of Annex 14 to the Convention on International Civil Aviation (known as the 'Chicago Convention') through the Civil Aviation (Aerodromes) Order 2022[1] and the additional policy requirements set out in this document.

An aerodrome is a defined area (including any buildings, installations and equipment) on land or water or on a fixed, fixed off-shore or floating structure intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodromes in the Isle of Man fall into two categories: certified and uncertified. In most cases, flights for the purpose of the commercial air transport of passengers must use a certified aerodrome. Isle of Man Airport (Ronaldsway) is currently the only certified aerodrome in the Island.

Private flights may use an uncertified aerodrome, subject to the landowner's consent.

This publication:

- identifies relevant legislation and IOMCAA policy requirements for the operation of certified aerodromes in the Isle of Man;
- clarifies the relationship to European Union aerodrome operation requirements and the respective roles of IOMCAA and the United Kingdom Civil Aviation Authority (UK CAA).

[1] SD No. 2022/0074

1. Legislative requirements

1.1 Overview

1.1.1 The Civil Aviation (Aerodromes) Order 2022[2] ('the Order') provides legislation pertaining to the operation of aerodromes in the Isle of Man. These provisions ensure that the Island's standards appropriately align with those applied in the UK and enhance the quality of our compliance with international obligations under the Convention on International Civil Aviation. The majority of the Order is only of relevance to certified aerodromes.

1.1.2 The Order applies the EU Aerodrome Regulation[3] and its amendments to the Island as set out in the Schedule to the Order. It should be noted that the Schedule utilises the EU regulation numbering.

1.1.3 The Order also sets out additional Isle of Man provisions that supplement the Aerodrome Regulation.

1.2 Applicability

1.2.1 The Order applies to the following within the Isle of Man:

- aircraft;
- aerodrome operators;
- pilots in command of aircraft;
- persons in charge of any area intended to be used for the take-off and landing of aircraft; and
- aviation fuel installation managers.

1.2.2 The Order does not apply to His Majesty's naval, military, or air forces or a visiting force.

1.3 Interpretation

1.3.1 Interpretations that are unique to the Order are provided at article 3 of the Order. However, readers should refer to article 4 of the Civil Aviation (Miscellaneous Provisions) Order 2020[4] for the interpretation of other terms contained in the Order.

1.3.2 The additional interpretations provided by EU Regulation No 139/2014, CS ADR.DSN.A.002, are also adopted in accordance with 2.1.1.

1.4 Requirement for certification

1.4.1 A certified aerodrome is an aerodrome that has been certified by IOMCAA pursuant to the Aerodrome Regulation Annex II point ADR.AR.C.035 and Annex III point ADR.OR.B.005.

[2] SD No. 2022/0074
[3] EU Regulation No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council as applied to the Island
[4] SD No. 2020/0134 as amended

1.4.2 Article 6 of the Order establishes that aerodromes meeting the following criteria must be certified:

- open to public use;
- serves commercial air transport; and
- has a paved instrument runway of 800 metres or more, or exclusively serves helicopters using instrument approach or departure procedures.

1.4.3 Articles 8 and 9 set out the types of flight that must use a certified aerodrome. Certain categories of aircraft, flights conducting commercial air transport, flying instruction or flying examination must only use a certified aerodrome.

1.5 Technical requirements

1.5.1 The technical requirements for certified aerodromes are contained within the Aerodrome Regulation.

1.5.2 The following additional Isle of Man legislative technical requirements are also specified:

- Article 7: the aerodrome operator to obtain IOMCAA prior approval of the appointment of the Accountable Manager; the approval will be subject to IOMCAA being satisfied that the applicant is competent having regard to the applicant's previous conduct and experience.
- Article 10: additional powers to aerodrome firefighters in an emergency at a certified aerodrome.
- Article 12: requirements on the pilot in command and the person in charge of any area used for the conduct of commercial transport by helicopters at night at any aerodrome.
- Article 13: requirements on aviation fuel installation mangers for the delivery and dispensing of fuel at any aerodrome.

2. Means of compliance and guidance material

2.1 European Aviation Safety Authority (EASA)

2.1.1 Subject to paragraph 2.2 below, the Isle of Man has adopted the EASA Acceptable Means of Compliance (AMC), Certification Specifications (CS) and Guidance Material (GM) relating to the Aerodrome Regulation as published in the August 2022 version of the EASA "Easy Access Rules for Aerodromes" document.

2.1.2 CS are non-binding technical standards adopted to meet the essential requirements of the legislation. CS are used to establish the certification basis (CB) as described below. Should an aerodrome operator not meet the recommendation of the CS, they may propose an Equivalent Level of Safety (ELOS) that demonstrates how they meet the intent of the CS. As part of an agreed CB, the CS become binding on an individual basis to the applicant.

2.1.3 AMC serves as a means by which the legislative requirements can be met. However, applicants may decide to show compliance with the requirements using other means.

2.1.4 GM is non-binding explanatory and interpretation material on how to achieve the requirements contained in the legislation, AMC and the CS. It contains information, including examples, to assist the user in the interpretation and application.

2.1.5 Isle of Man users of the Easy Access Rules for Aerodromes should note that the legally binding text of the rules are those contained in the Schedule to the Order.

2.1.6 The IOM has also adopted the UK's Alternative Means of Compliance (AltMoC) and GM as promulgated in CAP1168 (see below).

2.2 Additional UK CAA Policy and Guidance

2.2.1 It is the policy of IOMCAA that certified aerodromes shall comply with the UK CAA publications in the table at Annex A where the content is not contained within the Aerodrome Regulations and/or associated CS/AMC/GM, or where the UK CAA content is more demanding.

2.2.2 All references to the "CAA" in the above documents shall be taken to mean IOMCAA for applicability in the Isle of Man.

2.3 Alternative means of compliance

2.3.1 Aerodrome operators may propose alternative means of compliance. IOMCAA will evaluate such proposals by analysing the documentation provided and, if considered necessary, conducting an inspection of the aerodrome operator or the aerodrome.

2.3.2 If IOMCAA finds that the alternative means of compliance proposed by the aerodrome operator or the provider of apron management services are in accordance with the Aerodrome Regulation, it will notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the aerodrome certificate accordingly.

3. Certification basis

3.1 Overview

3.1.1 The CB describes the infrastructure and equipment in terms of the regulatory requirements which a certified aerodrome shall comply with. The concept of the CB gives also the necessary flexibility to take account of the non-uniform elements of the infrastructure at airports. The CB concept does so by allowing local solutions to local issues of deviations from the CS. This CB document is proposed by the applicant (usually the aerodrome operator) and is finally decided on by IOMCAA. IOMCAA will provide applicants for an Aerodrome Certificate with a template CB to be populated and submitted for IOMCAA consideration.

3.1.2 The CB shall list all the applicable CS relevant to the aerodrome infrastructure elements in question, with an indication for each infrastructure element how each relevant and applicable CS is satisfied. Where an aerodrome cannot comply with the CS the aerodrome operator has three options:

- To propose an Equivalent Level of Safety (ELoS) for a given CS that demonstrates how it meets the intent of that CS. Where an ELoS is being claimed, supporting documentation must indicate how the variation is achieving equivalence;
- To propose an alternative when they feel the CS is inadequate or inappropriate for use at their aerodrome. This may result in the competent authority introducing a Special Condition (SC) (see below);
- To propose a deviation from the CS to be recorded on the Deviation Acceptance and Action Document (DAAD) (see Section 4 below).

3.1.3 All listed non-compliances with the CS shall be accompanied by Safety Assurance Documentation (SAD), which identifies:

- what is the variation, including a reference to the part or whole of the CS that cannot be met and why;
- how the aerodrome operator has reviewed the variation and assessed its applicability;
- the potential consequences of the variation;
- how the associated risk is currently managed;
- any further mitigation required.

3.2 Special Conditions

3.2.1 SCs are special detailed technical specifications proposed by an aerodrome for acceptance by IOMCAA if the CS established by EASA are not adequate or are inappropriate to ensure conformity of the aerodrome with the ERs of Annex Va to EC Regulation No. 216/2008 (the Basic Regulation). Such inadequacy or inappropriateness may be due to:

- the design features of the aerodrome; or

- where experience in the operation of that or other aerodromes, having similar design features, has shown that safety may be compromised.

3.2.2 SCs, like CS, become binding on an individual basis to the aerodrome operator as part of an agreed CB.

3.2.2 IOMCAA authorises variations to the EASA CS as detailed in Annex B. These variations mirror the UK CAA List of National Special Conditions.

3.4 Deviation Acceptance and Action Document

3.4.1 The DAAD is a document established by IOMCAA to compile evidence provided by the aerodrome operator to justify the acceptance of deviations from the certification specifications issued by IOMCAA. The DAAD is not part of the CB.

3.4.2 IOMCAA may, until 1 April 2033 accept applications for a certificate including deviations from the CS issued by IOMCAA, if the following conditions are met:

- the deviations do not qualify as an ELoS case nor qualify as a case of special condition;
- the deviations existed prior to the entry into force of the Aerodrome Regulation;
- the essential requirements of Annex Va to Regulation (EC) No 216/2008 are respected by the deviations, supplemented by mitigating measures and corrective actions as appropriate;
- a supporting safety assessment for each deviation has been completed.

3.5 Operations basis

3.5.1 The Operations Basis (OB) describes the management, operations and safety processes/procedures which are in place. The OB document is proposed by the applicant (usually the aerodrome operator) for acceptance by IOMCAA.

3.6 Review of certification basis

3.6.1 The CB and associated documents must be kept under review to reflect the contemporary status of the aerodrome. In particular, reviews must be undertaken:

- when operations change (for example new aircraft types);
- when the infrastructure changes (for example construction of new taxiways);
- following accidents or incidents.

3.6.2 Updates to the CB and associated documents are subject to the change management principles contained in Section 4.

3.7 Amendment or transfer of Aerodrome Certificate

3.7.1 Aerodrome operators requesting to amend the aerodrome certificate or transfer it to another organisation should apply to IOMCAA. Applications must be accompanied by appropriate management of change documentation as per Section 4.

4. Change notification and approval

4.1 Requirement

4.1.1 The Aerodrome Regulation specifies the requirements for change notification to and the prior approval of changes by IOMCAA.

> **ADR.OR.B.040 Changes**
>
> Any change:
>
> - affecting the terms of the certificate, its certification basis and safety-critical aerodrome equipment; or
> - significantly affecting elements of the aerodrome operator's management system as required in ADR.OR.D.005(b);
>
> shall require prior approval by the Department (i.e. IOMCAA).

4.2 Submission

4.2.1 Changes must be notified by the submission of CAA Form 2 (Change Notification Form) by e-mail to caa@gov.im at least 30 days before the proposed change.

4.3 Guidance

4.3.1 Changes to the operation that might change the terms of the certificate include:

- changes to the permanent level of protection of rescue and firefighting;
- changes to low visibility procedures;
- changes to the declared distances;
- changes to the aerodrome coding;
- changes to the Higher Code Aircraft (as applicable).

4.3.2 Changes that impact the Certification Basis include:

- constructions affecting sightlines from VCR;
- developments on the movement area (e.g. new aprons);
- developments which might impact on the movement area (e.g. new or extensions to terminals or piers).

Note 1: Significant maintenance projects can have a secondary effect on the Certification Basis. Advice should be sought at the earliest opportunity from IOMCAA if there is any uncertainty over the requirement for prior approval or maintenance projects.

Note 2: Applications for changes of the Certification Basis must include supporting documentation. Full details may be found in CAP 791.

4.3.3 "Changes significantly affecting elements of the aerodrome operator's management system" include those changes significantly affecting the organisation chart, policies or culture of the aerodrome operator's management system as required by ADR.OR.D.005(b)(1)&(2).

4.3.4 Approval is also required for:

- changes that make use of an Alternative Means of Compliance
- changes to procedure that describe how changes not requiring prior approval are managed.

4.3.5 EASA GM provides the following list of items which are granted prior approval by the Competent Authority, as specified in the applicable Implementing Rules.

GM1 ADR.OR.B.040(a);(b) Changes

The following is a list of items which are granted prior approval by the Competent Authority, as specified in the applicable Implementing Rules.

a) Use of alternative means of compliance as required by ADR.OR.A.015 Means of Compliance.

b) Changes to the management and notification procedure for changes not requiring a prior approval, as required by ADR.OR.B.015(b)(4) Application for a certificate.

c) Changes to the certification basis, or the terms of the certificate, as required by ADR.OR.B.040(a)(1) Changes.

d) Changes to safety-critical aerodrome equipment as required by ADR.OR.B.040(a)(1) Changes.

e) Changes significantly affecting elements of the aerodrome operator's management system as required by ADR.OR.B.040(a)(2) Changes.

f) Changes to the level of protection of rescue and firefighting services as required by ADR.OPS.B.010(a)(1)(2) Rescue and firefighting services.

g) Implementation of aeroplane operations on specially prepared winter runways as required by ADR.OPS.B.036 Operations on specially prepared winter runways.

h) Changes to low-visibility procedures as required by ADR.OPS.B.045(b) Low Visibility Operations.

i) Operation of aircraft with higher code letter as required by ADR.OPS.B.090(a) Use of the aerodrome by higher code letter aircraft.

j) Changes to the flight procedures.

Moreover the Competent Authority may require prior approval for changes to any obstacles, developments and other activities within the areas monitored by the aerodrome operator in accordance with ADR.OPS.B.075, which may endanger safety and adversely affect the operation of an aerodrome, as required by ADR.AR.C.005(e).

4.4 Changes that do not need approval

4.4.1 Aerodrome Operators should develop a procedure that describes the process by which changes not requiring prior approval are managed. The procedure must be approved by IOMCAA prior to its use.

4.4.2 The approved procedure should be contained within the Aerodrome Manual and cross-referenced to other formally accepted or recognised publications, and should describe the process for notifying IOMCAA of all changes not requiring prior approval. The timescale for frequency of notification is to be agreed by IOMCAA.

4.4.3 The scope of changes to be included in the procedure should contain all changes in the aerodrome infrastructure, its operation and management that do not meet the criteria for changes requiring prior approval.

4.4.4 Aerodrome Operators should be cognisant of ADR.AR.C.040 (f) when notifying IOMCAA of any changes. If the Aerodrome Operator is uncertain that a proposed change meets the intent of their procedure or the rules they should ensure IOMCAA is aware of the proposed change prior to implementation. This will allow the correct course of action to be applied.

4.4.5 The following types of change do not need to be notified to IOMCAA but shall be implemented in accordance with local safety assurance procedures and the requirements of sub paragraph (f) to ADR.OR.B.040 of the Aerodrome Regulation:

- Routine maintenance and repair which is addressed as part of normal day to day procedures.
- Equipment faults that result in the changing of components that do not affect the operating parameters.
- Changes to maintenance routines.
- Equipment modifications/manufacture's upgrades that do not affect the operating parameters.
- Unforeseen temporary reduction in RFFS.
- Use of cranes.
- Landlocked developments with no impact on the movement area.
- Document changes, typos, and formats etc. that do not impact on the content of management systems, change management systems, training courses or service provision.

5. Safety oversight and audits

5.1 IOMCAA has a direct responsibility for the oversight of certified aerodromes in the Isle of Man.

5.2 The purpose of safety oversight is to verify continued compliance with the certification basis and all requirements applicable to aerodromes and aerodrome operators.

5.3 Day to day surveillance, advice and guidance by IOMCAA is supplemented by a formalised safety audit programme with audits taking place every 1 – 2 years on a risk and performance based schedule, taking into account the results of past activities and identified safety priorities.

5.4 Formal audits are conducted by the UK CAA on behalf of IOMCAA under a contract with CAA International.

Annex A: UK CAA Publications adopted for use in the Isle of Man

All references to the "CAA" in these documents shall be taken to mean IOMCAA for applicability in the Isle of Man.

Reference	Title
CAP 168	Licensing of Aerodromes
CAP 637	Visual Aids Handbook
CAP 642	Airside Safety Management
CAP 683	The Assessment of Runway Surface Friction Characteristics
CAP 699	Framework for the competence of rescue and firefighting service (RFFS) personnel
CAP 738	Safeguarding of Aerodromes
CAP 772	Wildlife Hazard Management at Aerodromes
CAP 791	Procedures for changes to aerodrome infrastructure
CAP 795	Safety Management Systems - Guidance to Organisations
CAP 1054	Aeronautical Information Management
CAP 1150	Guidance on delivering an effective Airport Rescue and Fire Fighting Service (RFFS)
CAP 1168	Guidance Material for Organisations, Operations and Design Requirements for Aerodromes

Annex B: Isle of Man variations to EASA Certification Specifications

CS ADR-DSN.	Requirement	Details of variation	Comments/justification
A.005	Aerodrome Reference Code	IOM determines code number in accordance with characteristics of the aerodrome IOM uses the greater of TODA/ASDA to determine the reference code number Col (2) ARFL is replaced by "greater of TODA or ASDA".	ICAO Difference filed Definition of ARFL is not clear and IOM considers the use of TODA/ASDA to be more relevant
C.335	Holding bays, runway holding positions etc.	IOM permits the location of a runway-holding position that will cause an infringement of the OLS, but not the OFZ, by a manoeuvring aircraft Note: Annex 14, 3.12.9 is not provided by the Aerodrome Regulation but intent remains	CS viewed as inappropriate – impact of adopting would be excessive Existing safety level considered sufficient
K.500 (a)	Aerodrome facilities – signalling lamp	IOM does not enforce signalling lamp at all aerodromes	Sufficient for IOM aerodromes to have communications failure facilities in place as an alternative
M.675(b)(2)	Location of runway edge lights	IOM does not give 3m discretion. The lights are located along the edges of the area declared for use as the runway	Does not promote the use of non-load bearing or unsuitable surface
M.685(b)(1)	Location of runway end lights	IOM does not give 3m discretion. The lights are located along the edges of the area declared for use as the runway	Does not promote the use of non-load bearing or unsuitable surface
M.705(b)	Location of stopway lights	IOM does not give 3m discretion The lights are located along the edges of the area declared for use as the runway	Does not promote the use of non-load bearing or unsuitable surface

M.710(c)(2)	Taxiway centreline lights	IOM uses amber/green both ways in the ILS C/SA Pattern is intended to remind aircrew and drivers that they are within the ILS protected area whichever direction they are travelling	SL 13/20, Amendment 11 to Annex 14 contains a Recommended Practice (5.3.16.7) which aligns with current IOM practice This will feed into future revisions of the EASA CS
M.720(b)(4)	Location of taxiway edge lights	IOM does not give 3m discretion. The lights are located along the edges of the area declared for use as the runway Does not promote the use of non-load bearing or unsuitable surface	Does not promote the use of non-load bearing or unsuitable surface
M.770(c)(1)(ii)	Flashing red light	IOM uses amber light meeting characteristics of runway guard light	Consistency for all drivers entering runway An amber light indicates caution at an uncontrolled crossing A red light should not be crossed without a clearance
N.795	Aircraft stand identification signs	The IOM prefers to use the colours suggested in the CS in the reverse order Therefore the signs would display a yellow number on a black background	The locator signs on a taxiway are displayed as yellow number on a black background and the information signs in the reverse order To maintain consistency with the taxiway locator sign, the stand number indicator signs (SNIB) should replicate the display Additionally, when internally illuminating the SNIB, the number is illuminated rather than being bleached out by the background
S.880(d)(1)	Aerodrome facilities – provision of secondary power supply	IOM does not require secondary power supply for security or apron floodlighting	Note: EASA M.750 excludes “recreational aprons”