



# **NAMIBIA CIVIL AVIATION AUTHORITY**

## **Advisory Pamphlet (AP)**

**FSS-AGA-AP139/04**

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**CERTIFICATION AND LICENSING PROCESS**

**Explanation of Advisory Pamphlets (AP) system**

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*Advisory Pamphlets are intended to provide information and guidance to illustrate a means but not necessarily the only means of complying with the Regulations or to explain certain requirements by providing interpretative and explanatory material. Where an AP is referred to in a 'Note' below the regulation, the AP remains as guidance material.*

*APs should always be read in conjunction with the referenced regulations.*

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2. *Effective date:* 14/07/2021



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# **1. INTRODUCTION AND BACKGROUND**

## **1.1. Introduction and Background**

NAMCARs, Part 139 requires an aerodrome operator to hold a certificate or licence for operating aerodromes under categories A, B and C. The certification and process should enable the aerodrome operator to monitor their compliance with relevant regulations and standards specified under NAMCARs, Part 139. A certified or licensed aerodrome ensures that the aerodrome operator meets their safety obligations and their own procedures specified in their aerodrome manual.

## **1.2. Purpose**

This Advisory Pamphlet (AP) provides guidance to Aerodrome Operators on the licensing or certification process of aerodromes to meet the requirements under NAMCARs, Part 139 and the associated technical standards.

## **1.3. Applicability**

This advisory pamphlet is applicable to all aerodromes in Category A, B and C.

## **1.4. Description of Amendments**

There are no amendments.

## **2. REQUIREMENTS AND REFERENCES**

### **2.1. Regulatory reference**

- NAMCARs, Sub - Part 139.03 and 139.04
- NAMCATS – AH, Sub-Part 139.03 and 139.04

### **2.2. Reference documents**

- Namibia Civil Aviation Regulations (NAMCARs) 2018

### **3. CERTIFICATION OR LICENSING PROCESS**

#### **3.1. Application for aerodrome certificate or license**

Aerodrome operator may apply for certification or licensing of their aerodrome in accordance with NAMCARs, Part 139. There are four (4) types of aerodrome certificate or license applications namely, the initial application for the issuance of an aerodrome certificate/license, or application for renewal of aerodrome certificate/license, or application for amendment of an aerodrome certificate or license as well as an application for the certificate/licence of intent.

The initial application for the issuing of an aerodrome certificate/license refers to when an aerodrome operator applies to be issued with the certificate/license for the first time, which will consist of five (5) phases.

The application for renewal of the aerodrome certificate/license is applicable to the holders of the aerodrome certificate/license who wishes to renew the license/certificate after it has expired.

The application for amendment of an aerodrome certificate or license applies when there is a change of ownership of certificate/license holder, change in aerodrome category, change in the type of operations and or change in critical aircraft operating at the aerodrome.

The application for the certificate/licence of intent applies to an operator who intends to establish/construct a new aerodrome.

All applications for certification or licensing of an aerodrome shall be accompanied by all supporting documents as outlined in NAMCAT-AH.

### **3.2. An initial application for the Issuance of aerodrome certificate/license**

An aerodrome operator who wishes to join the Namibia Civil Aviation System through the processes of certification/licensing is required to undergo Five (5) Phases of the certification/licensing process.

#### **i) Phase 1**

In this phase, the aerodrome operator is required to submit an expression of interest to be certified/licensed. During this phase, the aerodrome operator shall ensure that the aerodrome operations at such a specified location do not endanger the safety of aircraft operations. This is done through the process of conducting flight operations assessment. The flight operations assessment studies the proximity of the aerodrome to other aerodromes and landing sites, including military aerodromes, obstacles and terrain, any excessive operational restriction requirements, any existing restrictions and controlled airspace, and any existing instrument procedures.

Additionally, the aerodrome operator shall ensure that the operations at the aerodrome do not contravene the Environment Management Act of 2007 (Act 7, 2007), by acquiring the environmental clearance certificate from the Environmental Commissioner.

Finally, a pre-application meeting will be conducted to provide feedback on the flight operations assessment and provide additional information and clarification on the application package by the NCAA.

## ii) Phase 2

In this phase, the aerodrome operator submits a formal application, which includes an aerodrome manual containing, all applicable operating procedures and how they will be safely managed, for approval by the Executive Director.

The formal application is assessed in four (4) steps: Cursory Review, Formal Application Meeting, Public Consultation, and Evaluation of the aerodrome manual, with an Initial organizational Audit for Initial application for the issuance of certification or licensing

- Step 1 – Cursory Review

A Cursory Review of the application package is conducted to ensure that the application is submitted in the format prescribed in the NAMCATS-AH and that it contains all required items and supporting documents. In the case of missing items from application form or supporting document, the aerodrome operator is required to submit an explanation to the Executive Director as to why such items or documents do not apply to the aerodrome's operations.

- Step 2 – Formal Application meeting

During this step, the aerodrome operator and the NCAA set a meeting to resolve questions or issues concerning the application package. This is where a common understanding for future proceedings of the application process is established. Formerly, the results of the cursory review of the application package are communicated.

- Step 3 – Public Consultation

The Executive Director publishes a Gazette Notice of the applicants that have applied for aerodrome certificate/licence in accordance with the NAMCARs, Part 139, regulations and technical standards. During this step, any person may, within 30 calendar days from the date of publication of this notice, submit representations in writing to the Executive Director against or in favour of the application. The notice contains the name of the applicant for an aerodrome certificate/licence and full details of the location of the aerodrome.

- Step 4 - Evaluation of the aerodrome manual

The aerodrome manual is evaluated in accordance with NAMCARs, Part 139 and associated technical standards, as well as any approved documents. The aerodrome operator is notified of the evaluation outcome by the Executive director. In terms of discrepancies, the operator is notified of the provisions that are not compliant with and shall be requested to submit to the Executive Director the rectification to correct the identified deficiencies.

Upon approval of the aerodrome manual, the aerodrome operator submits Part III of the aerodrome manual to AIS for publication.

An Initial organizational audit will be done for the initial application of issuance of an aerodrome certificate/license to review the organization that the applicant for an aerodrome certificate or licence has established to operate and maintain the aerodrome. It also reviews the organization established by the applicant to develop and implement the programmes and services required under NAMCARs, Part 139, as well as to meet its obligations under Sub-Part 139.08.

**iii) Phase 3**

In this phase, on-site verification of facilities and equipment is carried out by NCAA to inspect aerodrome operator's facilities and equipment to ensure that they meet the requirements prescribed in NAMCARs, Part 139. Upon completion of the on-site verification, the aerodrome operator is notified of the outcome by the Executive director. In terms of discrepancies, the operator is notified of the provisions that are not compliant with and shall be requested to submit to the Executive Director the Corrective Action Plans (CAPs) to correct the identified deficiencies.

**iv) Phase 4**

In this phase, the NCAA completes the certifying/licensing process and notifies the applicant of the decision taken to issue or refuse the issuance of the certificate/license. During this phase, the conditions to be endorsed on the certificate/license are also determined and included in the certificate/license to be issued.

**v) Phase 5**

Finally, this phase deals with the promulgation of the status of the certified/licensed aerodrome in the Namibia Aeronautical Information Publication.

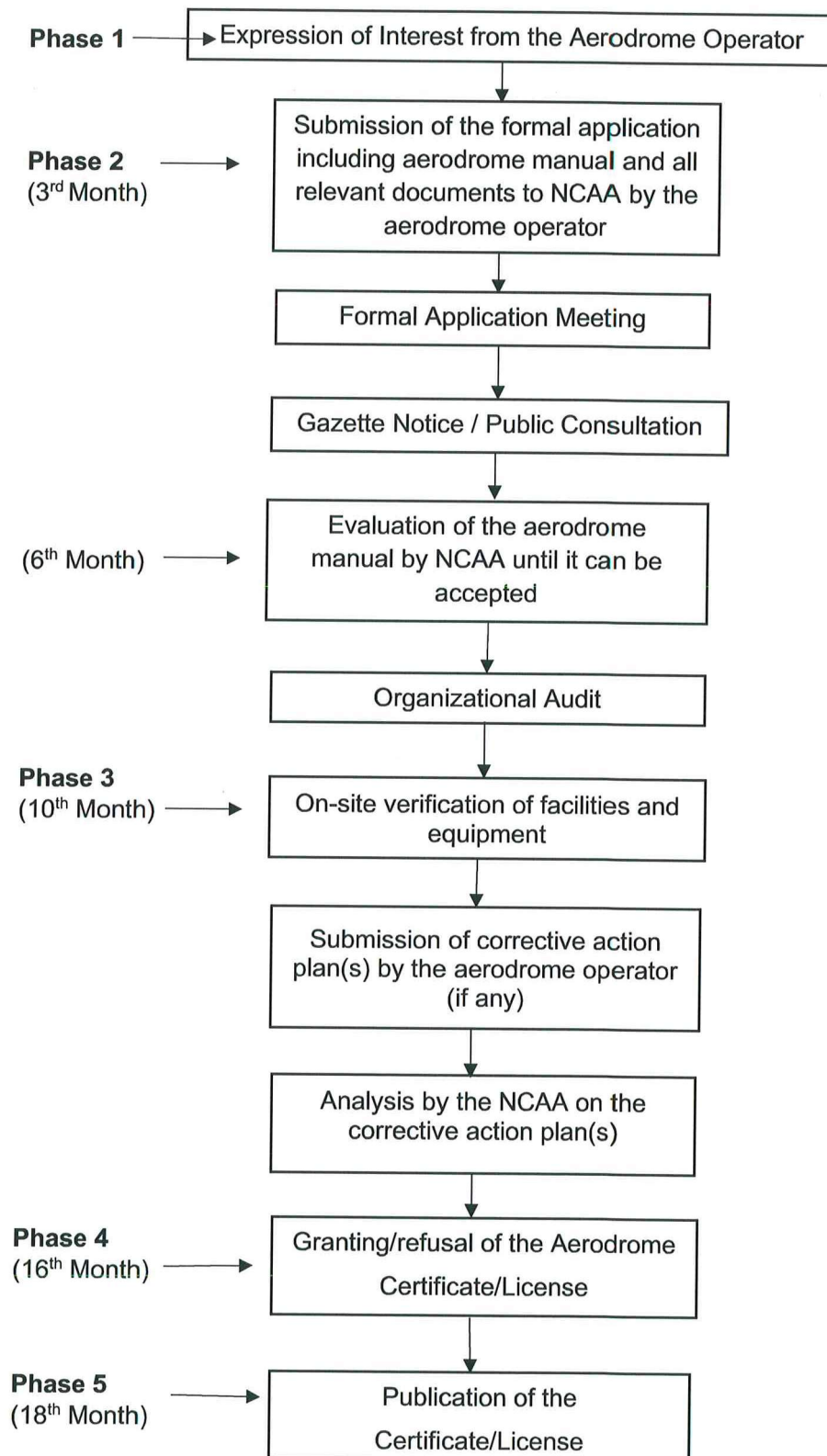


Figure 4.2: Initial application for the issuance of aerodrome certificate/license diagrammatic presentation

### **3.3. Application for renewal of an aerodrome certificate/licence**

An aerodrome operator who wishes to renew their aerodrome certificate/licence shall apply in the form prescribed in NAMCATS-AH. The application for renewal must be submitted at least 60 days before the expiry of the current certificate/licence.

This application shall be accompanied by:

- an updated copy of the aerodrome manual if significant changes have been made following the initial certification/licensing process;
- particulars of non-compliances with, or deviations, if any, from the appropriate design, operation or equipment standards; and
- the appropriate fees as prescribed in NAMCARs, Part 187.

*Note: This application for renewal of an aerodrome certificate/licence, follows the 5 phases of the certification/licence process described in the initial application, except phase 1.*

### **3.4. Application for amendment of an aerodrome certificate/licence**

The aerodrome operator who wishes to amend their aerodrome certificate shall submit the application to the Executive Director and shall comply with the NAMCARs, Part 139.03.8.

The application for amendment of aerodrome certificate/license applies in one or more of the following circumstances:

- a change in the use or operation of the aerodrome;
- a change in the boundaries of the aerodrome;
- if the holder of the certificate requests an amendment; or
- if the Executive Director considers it necessary.

*Note: This application for renewal of an aerodrome certificate/licence, follows the 5 phases of the certification/licence process described in the initial application, except phase 1.*