

Republic of South Sudan

Laws of South Sudan

**CIVIL AVIATION AUTHORITY CERTIFICATION,
LICENSING AND REGISTRATION
OF AERODROMES REGULATIONS, 2026**

**CIVIL AVIATION AUTHORITY CERTIFICATION, LICENSING AND REGISTRATION
OF AERODROMES REGULATIONS, 2026
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**CIVIL AVIATION AUTHORITY CERTIFICATION, LICENSING AND
REGISTRATION OF AERODROMES REGULATION, 2026**

In exercise of power conferred upon me under the provision of section 99 of The South Sudan Civil Aviation Act,2012 (Amendment 2024), I hereby issue the following Regulations:

**CHAPTER I
PRELIMINARY PROVISIONS**

(1) Title and Commencement

This Regulation may be cited as the **“Certification, Licensing and Registration of Aerodromes Regulations, 2026”** and shall come into force on the date of its signature by the Minister.

(2) Purpose

These purpose Regulation is to provide the legal frame work that govern and regulate the operation of the Heliports in South Sudan.

(3) Authority and Application

- (1) These Regulations is drafted in accordance with the provision of section 99 of the South Sudan Civil Aviation Act,2012 (Amendment 2024).
- (2) These Regulations shall apply to all aerodromes including heliports in South Sudan.

(4) Interpretation

In these Regulations, unless the context otherwise requires:

“Accident” means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- (1) a person is fatally or seriously injured as a result of:
 - (a) being in the aircraft;
 - (b) direct contact with any part of the aircraft, including parts which have become detached from the aircraft;

- (c) direct exposure to jet blast except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- (2) the aircraft sustains damage or structural failure which:
 - (a) adversely affects the structural strength, performance or flight characteristics of the aircraft; and
 - (b) shall normally require major repair or replacement of the affected component, Except for engine failure or damage, when the damage is limited to a single engine, including its cowlings or accessories to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens and the aircraft skin such as small dents or puncture holes or for minor damages to main rotor blades, tail rotor blades, landing gear, resulting from hail or bird strike including holes in the radome;.
 - (3) the aircraft is missing or is completely inaccessible for statistical uniformity only, an injury resulting to death within thirty days of the date of the accident is classified as a fatal injury, an aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located;

“Accuracy” OCCURRENCE means a degree of conformance between the estimated or measured value and the true value;

“Act” means the South Sudan Civil Aviation Act;

“Aerodrome” means a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft;

“Aerodrome Beacon” means an aeronautical beacon used to indicate the location of an aerodrome from the air;

“Aerodrome Certificate” means a certificate issued by the appropriate Authority under applicable regulations for the operation of an aerodrome;

“Aerodrome Elevation” means the elevation of the highest point of the landing area;

“Aerodrome Facilities and Equipment” means facilities and equipment, inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft;

“Aerodrome License” means a license to operate an aerodrome issued by the Authority

“Aerodrome Manual” means the manual that forms part of the application for a licence or a certificate under these Regulations, including any amendments to the manual, approved by the Authority;

“Aerodrome Operator” in relation to a certified, licensed or registered aerodrome, means, holder of an Aerodrome certificate, license or a registration approval;

“Aerodrome Reference Code” means a code used for planning purposes to classify an aerodrome with respect to the critical aircraft characteristics for which the aerodrome is intended;

“Aerodrome Reference Point” means the designated geographical location of an aerodrome;

“Aerodrome Standards” means standards prescribed by the Authority applicable to aerodromes;

“Aeronautical Beacon” means an aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth;

“Aeronautical Ground Light” means any light specially provided as an aid to air navigation, other than a light displayed on an aircraft;

“Aeronautical Information Circular AIC” means a notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the Aeronautical Information Publication, but which relates to flight safety, air navigation, technical, administrative or legislative matters;

- “Aeronautical Information Publication AIP”** means an aeronautical information publication of a lasting character essential to air navigation, issued by the Authority;
- “Aeroplane”** means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;
- “Aircraft”** means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface;
- “Air Traffic Service ATS”** means a flight information service, alerting service, air traffic advisory service, or air traffic control service;
- “Air Traffic Service Unit”** is a generic term meaning variously, air traffic control unit, flight information Centre or air traffic services reporting office;
- “Aircraft Classification Number ACN”** means a number expressing the relative effect of an aircraft on a pavement for a specified standard sub grade category.
- “Aircraft Classification Rating ACR”** means a number expressing the relative effect of an aircraft on a pavement for a specified standard subgrade category;
- “Aircraft Stand”** means a designated area on an apron intended to be used for parking an aircraft;
- “Altitude-Height OCA-H.”** means a person operating an aerodrome licensed or certificated under these Regulations;
- “Apron”** means a defined area, on an aerodrome, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fueling, parking or maintenance;
- “Authority”** means the State Civil Aviation Authority;
- "Authorized Person"** means any person authorized by the Authority either generally or in relation to a particular case or class of cases and reference to an authorized person includes references to the holder for the time being of an office designated by the Authority;

- “Balked Landing”** means a landing manoeuvre that is unexpectedly discontinued at any point below the obstacle clearance altitude, height OCA-H;
- “Minister”** means Minister responsible for Transport;
- “Calendar”** means discrete temporal reference system that provides the basis for defining temporal position to a resolution of one day;
- “Certificate”** means the certificate to operate an aerodrome issued by the Authority.
- “Certified Aerodrome”** means an aerodrome whose operator has been granted an Aerodrome Certificate;
- “Clearway”** means a defined rectangular area under the control of the appropriate authority selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height;
- “Critical Aircraft”** means the most demanding aircraft with regard to the aircraft performance and dimensions for a range of aircraft, for which the aerodrome facilities are intended;
- “Dangerous Goods”** means articles or substances which are capable of posing a risk to health, safety, property or the environment.
- “Dangerous Goods”** means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions.
- “Datum”** means any quantity or set of quantities that may serve as a reference or basis for the calculation of other quantities;
- “Declared Distance”** means:
- (1) **“Accelerate-Stop Distance Available ASDA”** which is the length of the take-off run available plus the length of the stop way, if provided;
 - (2) **“Landing Distance Available LDA”** which is the length of the runway which is Declared available and suitable for the ground run of an aircraft landing;

- (3) **“Take-Off Distance Available TODA”** which is the length of the take-off run available plus the length of the clearway, if provided;
- (4) **“Take-Off Run Available TORA”** which is the length of runway declared available and suitable for the ground run of an aircraft taking off;

“Displaced Threshold” means a threshold not located at the extremity of a runway;

“Geoid” means the equipotential surface in the gravity field of the earth which coincides with the undisturbed Mean Sea Level extended continuously through the continents;

“Geoid Undulation” means the distance of the geoid above (positive) or below (negative) the mathematical reference ellipsoid;

“Helicopter” A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

“Heliport” means an aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters;

“Identification Beacon” means an aeronautical beacon emitting a coded signal by means of which a particular point of reference can be identified;

“Incident” means an occurrence other than an accident associated with the operation of an aircraft, which affect or may affect the safety of operation of aircraft;

“Intermediate Holding Position” means a designated position intended for traffic control at which taxiing aircraft and vehicles stop and hold until they are cleared to proceed, when so instructed by the aerodrome control tower;

“Landing Area” means that part of a movement area intended for the landing or take-off of aircraft;

“License” means a license to operate an aerodrome issued by the Authority under Part II of these Regulations;

“Manoeuvring Area” means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;

- “Marker”** means an object displayed above ground level in order to indicate an obstacle or delineate a boundary;
- “Marking”** means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information;
- “Movement Area”** means that part of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the maneuvering area and apron;
- “Minister”** means the minister responsible for transport
- “Notify”** means shown in Aeronautical Information Publications, Aeronautical Information Circulars, NOTAM, civil aviation publications or any other official publication issued for the purpose of enabling any of the provisions of these Regulations to be complied with;
- “Obstacle”** means any fixed whether temporary or permanent and mobile object or part thereof, that:
- (1) is located on an area intended for the surface movement of aircraft;
 - (2) extends above a defined surface intended to protect aircraft in flight;
 - (3) stands outside those defined surfaces and that has been assessed as being a hazard to air navigation.
- “Obstacle Free Zone OFZ”** means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes;
- “Obstacle Limitation Surfaces”** means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome;
- “Pavement Classification Number PCN”** means a number expressing the bearing strength of a pavement;

“Pavement Classification Rating PCR” means a number expressing the bearing strength of a Pavement;

"Policy of Insurance" means a policy which ensures the operator of a heliport against liability in respect of loss and damage caused to any person or property at that heliport and which complies with such conditions as may be prescribed by the Authority.

“Registration Approval” means an approval to operate an aerodrome granted by the Authority;

“Relevant Authority” means any authority other than the Civil Aviation Authority whose action may be necessary or complimentary for the implementation of these Regulations;

“Road” means an established surface route on the movement area meant for the exclusive use of Vehicles;

“Runway” means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

“Runway End Safety Area RESA” means an area symmetrical about the extended runway Centre line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aircraft undershooting or overrunning the runway;

“Runway-Holding Position” means a designated position intended to protect a runway, an obstacle limitation surface or an ILS/MLS critical or sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower.

Note. In radiotelephony phraseologies, the expression **“Holding Point”** is used to designate the runway-holding position.

“Runway Strip” means a defined area including the runway and stop way, if provided, intended:

- (1) to reduce the risk of damage to aircraft running off a runway; and
- (2) to protect aircraft flying over it during take-off or landing operations;

“Runway Visual Range RVR” means the range over which a pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line;

- “Safety”** means a state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below unacceptable level through a continuing process of hazard identification and risk management;
- “Safety Management System SMS”** means a systematic approach to managing safety including the necessary organizational structure, accountabilities, policies and procedures;
- “Sign”** Fixed message sign. A sign presenting only one message, Variable message sign. A sign capable of presenting several predetermined messages or no message, as applicable;
- “Standard”** means any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety of air navigation;
- “Stop Way”** means a defined rectangular area on the ground at the end of the take-off run available, prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off;
- “Taxi Way”** means a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:
- (1) aircraft stand taxi lane which is a portion of an apron designated as a taxi way and intended to provide access to aircraft stands only;
 - (2) apron taxiway which is a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron;
 - (3) rapid exit taxiway which is a taxiway connected to a runway at an acute angle and designed to allow landing aircrafts to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times;
- “Taxiway Intersection”** means a junction of two or more taxiways;
- “Taxiway Strip”** means an area including a taxiway intended to protect aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway;

- “Threshold”** means the beginning of that portion of the runway usable for landing;
- “Touchdown Zone”** means the portion of a runway beyond the threshold, intended for landing aircraft on first contact with the runway;
- “Unserviceable Area”** means a part of the movement area that is unfit and unavailable for use by aircraft;
- “Vicinity”** means a defined airspace around an aerodrome for control of obstacles that may infringe the obstacle limitation surfaces around the aerodrome, contained within a radius of thirteen kilo meters from the aerodrome reference point up to a height of one thousand five hundred feet above ground level;
- “Wildlife”** means feral birds and animals, including domestic animals out of the control of their owners;
- “Wildlife Hazard”** means a potential for a damaging aircraft collision with wildlife on or near an Aerodrome;
- “WHMP”** means Wildlife hazard management programme.
- “WGS – 84”** means World Geodetic System - 84
- “Use of Common Reference Systems”** The Gregorian calendar and Coordinated Universal Time shall be used as the temporal reference system except where notified in South Sudan Aeronautical Information Publication or the Aeronautical Information Circular. setting the time;
- “Categories of Aerodromes”** in these Regulations aerodromes shall be categorized as follows:
- (1) category A comprising aerodromes and heliports designated for international flights;
 - (2) category B comprising aerodromes available for use by domestic air Traffic operations with maximum certificated take-off mass exceeding five thousand seven hundred kilo grammes and designated as a point of entry and exit other than international aerodrome open for public use;
 - (3) category C comprising aerodromes available for use only by domestic Air traffic of maximum certificated take-off mass not exceeding five thousand seven hundred kilo grammes and open for public use;

- (4) category D comprising aerodromes available for use only by domestic helicopters operations; and
- (5) category E comprising aerodromes and heliports available for use on Only by domestic air traffic of maximum certificated take-off mass not exceeding five thousand seven hundred kilo grammes and not open to public use or such aerodrome as may be determined by the Authority to be registered as a category E aerodrome using the methodology described in the Fourth Schedule.

“Aerodrome Construction Permit” A person shall not construct an aerodrome unless that person has a valid aerodrome construction permit issued by the Authority under the Civil Aviation Aerodrome Design and Operations Regulations.

CHAPTER II APPLICATION, CERTIFICATION OF AERODROMES

(5) Application of this Chapter

Application of this Chapter shall apply to:

- (1) Aerodromes in category A.
- (2) Aerodromes in category B were deemed necessary by the Authority or were requested by an aerodrome operator

6. Certification of Aerodromes or Heliports Used for International Operations

A person shall not operate an aerodrome or heliport used for international operations unless that person holds a certificate issued by the Authority in accordance with the requirements of these Regulations and other applicable Regulations.

7. Application for Certificate

An application for a certificate shall be submitted in a form and manner specified by the Authority in the applicable guidance materials and shall be as follows:

- (1) Two copies of the aerodrome or heliport manual.
- (2) Statement of compliance.
- (3) A plan for the aerodrome;
- (4) A World Geodetic System WGS – 84 surveys.

- (5) A construction permits.
- (6) An environmental impact assessment or environmental audit report.
- (7) Approval from the authority.
- (8) Proof of financial capability.
- (9) Particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards.
- (10) Fees as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.
- (11) Details of competence of the key aerodrome personnel including resumes, training records and any other information that may be sought by the Authority to ascertain the competency of the person as prescribed by the Authority in the applicable technical guidance material.

8. Conditions for Issuance of Certificate

- (1) A certificate may be issued subject to conditions prescribed in these Regulations, the Civil Aviation Aerodrome Design and Operations Regulations, Civil Aviation Heliports Regulations and the applicable technical guidance materials.
- (2) The Aerodrome Operator shall comply with the conditions and limitations of the certificate as endorsed by the Authority for use of an aerodrome and any other details as may be deemed necessary.

9. Breach of Conditions or Non- Compliance with Certification

- (1) The breach of any condition subject to which a certificate is issued including any approval, permission or exemption shall render the certificate invalid.
- (2) The Authority shall impose operating restrictions or sanctions at a certified aerodrome in the event of non-conformance with the certification requirements or any unresolved safety concerns.

10. Aerodrome Certificate

- (1) An Aerodrome certificate shall specify:
 - (a) the category of the Aerodrome and the aerodrome reference code;
 - (b) the restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome or heliport design, operation or equipment standards; and
 - (c) the period of validity of the certificate.
 - (d) a certificate issued under these Regulations shall not be transferable.

- (e) a holder of an aerodrome certificate which is suspended or cancelled shall within thirty days of the suspension or cancellation, surrender the certificate to the Authority.

11. Issuance of Certificate

- (1) The Authority shall issue a certificate in the form and manner specified in the technical guidance materials where the Authority is satisfied that:
 - (a) applicant and the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;
 - (b) aerodrome or heliport manual prepared for the aerodrome and submitted with the application contains all the relevant information;
 - (c) aerodrome facilities, services and equipment are established in accordance with approved standards;
 - (d) aerodrome operating procedures make satisfactory provision for the safety of aircraft;
 - (e) an acceptable safety management system is in place; and
 - (f) the applicant has an approved South Sudan civil aviation security programme in accordance with the Civil Aviation Security Regulations.
- (2) The issuance of a certificate shall be subject to compliance with these Regulations and any other conditions as may be specified or notified by the Authority.
- (3) The Authority shall inspect the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements before a certificate is issued.
- (4) The Authority may refuse to grant a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.
- (5) The Authority shall follow the issuance of a certificate carry out annual surveillance to ensure continuing validity of the certificate and continuing capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and associated facilities and services.
- (6) An aerodrome certificate issued under these Regulations is not transferable.

12. Validity of Certificate

A certificate shall be valid for a period of three years from the date of issuance, unless the certificate is suspended, cancelled or revoked in accordance with these Regulations.

13. Renewal of Certificate

- (1) An application for the renewal of a certificate in a form and manner prescribed by the Authority in the technical guidance materials and shall be as follows:

- (a) the aerodrome or heliport manual if significant changes have been made following the initial certification;
- (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards;
- (c) the appropriate charges as prescribed by the Authority in the Aeronautical Information Circular;
- (d) an application for renewal shall be submitted sixty (60) days before the expiry of the certificate;
- (e) The renewal of a certificate shall be in compliance with these Regulations and any other conditions as may be specified or notified by the Authority as determined by safety inspections and audit procedures by the Authority, before the renewal of the certificate; and
- (f) The Authority shall inspect the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements before a certificate is renewed.

14. Amendment of Certificate

- (1) An application for amendment of a certificate shall be submitted in a form and manner prescribed by the Authority in the technical guidance materials.
- (2) The Authority may request that the application shall be as follow:
 - (a) two copies of the aerodrome or heliport manual;
 - (b) a site plan for the aerodrome or heliport;
 - (c) an environmental impact assessment report;
 - (d) approval from any relevant authority;
 - (e) safety assessment and change management process;
 - (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
 - (g) Charges as prescribed in the Aeronautical Information Publication or Aeronautical Information Circular by the Authority.
- (3) The Authority may, provided that, the requirements of these Regulations are met, when deems it necessary, amend an aerodrome certificate:
 - (a) change in the use or operation of the aerodrome;
 - (b) change in the boundaries of the aerodrome; or
 - (c) if the holder of the aerodrome certificate requests an amendment. Or
 - (d) if the Authority deems it necessary.

15. Interim Aerodrome Certificate

- (1) The Authority may issue an interim aerodrome certificate to the applicant, authorizing the applicant to operate an aerodrome if the Authority is satisfied that:

- (a) an aerodrome certificate in respect of the aerodrome will be issued to the applicant, as soon as the application procedure for the grant of an aerodrome certificate has been completed; and
 - (b) the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.
- (2) The holder of an interim certificate shall comply with the provisions of these regulations and other applicable requirements.
- (3) An interim aerodrome certificate referred to in sub-regulation (1) shall expire on the date specified in the interim aerodrome certificate.
- (a) the date on which the aerodrome certificate is issued; or
 - (b) the expiry date specified in the interim aerodrome certificate; Whichever is earlier.

16. Suspension and Cancellation of Certificate

- (1) The Authority may suspend a certificate where:
- (a) a safety inspection or audit, it is evident that the holder of the certificate has not complied with the requirements prescribed in these and other applicable Regulations and failed to remedy a significant safety non-compliance within a period of thirty days after the inspection;
 - (b) the holder of the certificate prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
 - (c) the holder of the certificate is under receivership, liquidation or bankruptcy proceedings;
 - (d) it is deemed necessary in the interest of aviation safety.
- (2) The Authority may, on giving reasons to the holder of a certificate, suspend the certificate for a period not exceeding sixty days.
- (3) A holder of a certificate who is notified of a suspension in sub-regulation (2) may submit a response in writing within a period not exceeding fourteen days.
- (4) Notwithstanding sub-regulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.
- (5) The Authority may cancel an aerodrome certificate where:
- (a) the certificate holder is incapable or unwilling to carry out corrective action or has repeatedly committed serious violations;
 - (b) the certificate holder has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety;

- (c) the certificate holder has made it clear that the continued operation of the aerodrome shall be detrimental to the public interest; And
 - (d) the holder of the certificate repeatedly prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations.
- (6) A holder of a certificate who is aggrieved by the suspension or cancellation of a certificate may appeal against the suspension or cancellation to the minister, thirty days of the suspension or cancellation.
 - (7) Where an appeal is made under sub-regulation (6), the holder of a certificate shall state in writing the reasons why in his or her opinion, the suspension shall be varied or set aside.
 - (8) The Director General may vary or set aside the suspension made under sub-regulation (2) of this regulation where the basis of the reasons given in the appeal under sub- regulation (6) are certified.
 - (9) Where a holder of a certificate who does not appeal against the cancellation in accordance with sub-regulation (6), the holder of the certificate shall immediately surrender the certificate to the Authority.

17. Surrender of Certificate

- (1) Subject to sub-regulation (2), a holder of a certificate may surrender the certificate to the Authority at any time.
- (2) A holder of a certificate who wishes to surrender the certificate shall give the Authority not less than sixty days' notice in writing, before the date on which the certificate is to be surrendered.
- (3) The Authority shall cancel the certificate upon the expiry of the period of notice in sub-regulation (2).
- (4) Where, after the expiry of the period in sub-regulation (2), an aerodrome is abandoned or is not maintained in accordance with the conditions of the certificate, the holder of the certificate shall remove, obliterate or modify the prescribed markings and extinguish any aeronautical ground lights and signs.
- (5) In addition to sub-regulation 4, an aerodrome operator shall display runway and taxi-way closed markings as appropriate.

18. Charges at Certificated Aerodrome

- (1) A holder of a certificate shall prescribe charges for the use of the aerodrome or of any facilities provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.

- (2) Where required by the Authority, a holder of a certificate shall furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome.
- (3) Notwithstanding sub-regulation (1) of this regulation, the Authority as may be necessary, prescribe the maximum charges which may be levied for the use of an aerodrome or the performance of services at the aerodrome, for a specified period.
- (4) A holder of a certificate of the aerodrome for which the Authority prescribes charges under sub-regulation (3) of this regulation shall not cause or permit any charges to be made in contravention of that sub-regulation.
- (5) A holder of a certificate for which the Authority prescribes charges shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome.

19. Certificate's Register

- (1) The Authority shall maintain a register of all certificates issued in accordance with these Regulations.
- (2) The register shall contain:
 - (a) full name of the holder of an aerodrome certificate;
 - (b) nationality of the holder of a certificate;
 - (c) postal, telephone, fax and e-mail addresses of a holder of a certificate;
 - (d) name and location of the aerodrome for which a certificate is issued;
 - (e) number of the certificate;
 - (f) certificate issue and expiry date; and
 - (g) any other relevant information.

**CHAPTER III
LICENSING OF AERODROMES**

20. Application of this Chapter

- (1) This chapter apply to aerodromes in categories B, C and D except where its specified.
- (2) A person shall not operate a category B, C or D of an aerodrome without a licence issued by the Authority.

21. Application for License

An application for a license shall be made in a form and manner as specified in the technical guidance materials as follows:

- (1) Two copies of the aerodrome or heliport manual;

- (2) Statement of compliance;
- (3) A site plan for the aerodrome;
- (4) An environmental impact assessment report;
- (5) Approval from any relevant authority;
- (6) Proof of financial capability in the case of aerodromes in Category B;
- (7) Particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
- (8) Fees as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.

22. Conditions for Issuance of an Aerodrome License

- (1) A license may be issued subject to conditions prescribed in the South Sudan Civil Aviation (Aerodrome Design and Operations) Regulations, Civil Aviation Heliports Regulations and the applicable technical guidance material.
- (2) The Aerodrome Operator shall comply with the conditions and limitations of the license as endorsed by the Authority for use of an aerodrome and any other details as may be deemed necessary.
- (3) Subject to sub-regulation (1) of this regulation, where an applicant requests or the Authority considers that an aerodrome shall be available for public use, a license may be granted subject to a condition that the aerodrome shall at all times be available to all persons on equal terms and conditions.
- (4) An aerodrome operator shall not refuse an aircraft in an emergency from using the aerodrome.

23. Issuance of License

- (1) The Authority shall issue a license in the prescribed form and manner where:
 - (a) an applicant is found to be competent to operate an aerodrome on consideration of the previous conduct and experience of the applicant, the equipment, organization;
 - (b) staffing, maintenance and other arrangements of the applicant;
 - (c) the physical characteristics of the aerodrome and its surroundings are safe for use by aircraft; and
 - (d) an applicant for a license complies with the applicable South Sudan Civil Aviation (Security) Regulations and the Civil Aviation Safety Management Regulations as far as practicable.

- (2) The issuance of a license shall be subject to compliance with these Regulations and requirements prescribed by the Authority and any other condition as may be specified or notified by the Authority.
- (3) The Authority shall inspect and audit the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements before an aerodrome license is issued.
- (4) The Authority shall, following the issuance of a registration approval, carry out surveillance inspections to ensure continuing validity of the registration and continuing capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and associated facilities and services.
- (5) The Authority may refuse to grant a license to an applicant, and where the Authority so refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.
- (6) The Authority shall, following the issuance of a license, carry out surveillance inspections to ensure continuing validity of the license and capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and its associated facilities and services.

24. Breach of Conditions of License and Non-Conformity with The Licensing Requirements

- (1) The breach of any condition subject to which a license is issued including any approval, permission or exemption shall render the license invalid.
- (2) The Authority shall impose operating restrictions or sanctions at a licensed aerodrome in the event of non-conformance with the licensing requirements or any unresolved safety concerns.

25. Aerodrome License

- (1) A license shall specify the:
 - (a) category of the Aerodrome and the aerodrome reference code;
 - (b) restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome design, operation or equipment standards; and
 - (c) period of validity of the license; and
- (2) The license issued under these Regulations shall not be transferable.

26. Validity of License

- (1) A license issued under these Regulations shall be valid for a period of two years from date of issue unless the license is suspended or cancelled in accordance with these Regulations.

- (2) A holder of an aerodrome license which is suspended or cancelled shall within thirty days of the suspension or cancellation, surrender the license to the Authority.

27. Renewal of License

- (1) An application for the renewal of a license shall be made to the Authority in a form and manner prescribed by the Authority in the technical guidance materials and shall be accompanied by:
 - (a) the aerodrome manual if significant changes have been made following the initial licensing;
 - (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
 - (c) the appropriate charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.
- (2) An application for renewal shall be submitted sixty days before the expiry of the license.
- (3) The renewal of a license shall be subject to compliance with these Regulations, standards prescribed by the Authority and any other conditions as may be specified or notified by the Authority before the renewal of the license.
- (4) The Authority shall inspect the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements before a license is renewed.

28. Amendment of License

- (1) An application for amendment of a license shall be submitted in a form prescribed by the Authority.
- (2) The Authority may request that the application shall be as follows:
 - (a) an aerodrome manual;
 - (b) a site plan for the aerodrome;
 - (c) an environmental impact assessment report;
 - (d) approval from any relevant authority;
 - (e) a report of the safety assessment and change management process.
 - (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
 - (g) charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.
- (3) The Authority may, provided the requirements of sub-regulation 2, are met, were necessary amend a license;
 - (a) for a change in the use or operation of the aerodrome;
 - (b) for a change in the boundaries of the aerodrome;

- (c) if the holder of the license requests an amendment; or
- (d) if the Authority deems it necessary.

29. Interim Aerodrome License

- (1) The Authority may issue an interim aerodrome license to the applicant, authorizing the applicant to operate an aerodrome if the Authority is satisfied that:
 - (a) an aerodrome license in respect of the aerodrome will be issued to the applicant, as soon as the application procedure for the grant of an aerodrome license has been completed; and
 - (b) the grant of the interim license is in the public interest and is not detrimental to aviation safety.
- (2) An interim aerodrome license referred to in sub-regulation (1) shall expire on-
 - (a) the date on which the aerodrome license is issued; or
 - (b) the expiry date specified in the interim aerodrome license;
 - (c) Whichever is earlier.
- (3) All conditions that apply to an aerodrome licensee, shall in the same manner apply to the interim aerodrome licensee.
- (4) The holder of an interim certificate shall comply with the provisions of these regulations and other applicable requirements.

30. Suspension and Cancellation of License

- (1) The Authority may suspend an aerodrome license where:
 - (a) following a safety inspection or audit, it is evident that the holder of the license has not complied with the requirements prescribed in these Regulations and failed to remedy the major non-compliance within a period of thirty days after the inspection;
 - (b) the holder of the license prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
 - (c) the holder of the license is under receivership, liquidation or bankruptcy proceedings; and
 - (d) it is deemed necessary in the interest of aviation safety.
- (2) The Authority may, on giving reasons to the holder of a licensee, suspend the license for a period not exceeding sixty days.
- (3) A holder of a license who is notified of a suspension in sub-regulation (2) may submit a response in writing within a period not exceeding fourteen days.
- (4) Notwithstanding sub-regulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.

- (5) A holder of a license who is aggrieved by the suspension of a license may appeal against the suspension to the Director General, within thirty days of the suspension.
- (6) Where an appeal is made under sub-regulation (5), the holder of a license shall state in writing the reasons why in his or her opinion, the suspension shall be varied or set aside.
- (7) Minister may vary or set aside the suspension made under sub-regulation (2) on the basis of the reasons given in the appeal under sub-regulation (5).
- (8) Where a holder of a license does not appeal against the suspension in accordance with sub-regulation (5), the Authority may cancel the license, on giving reasons to the holder of a license.
- (9) Notwithstanding sub-regulation (2), where an aerodrome license is suspended for a period of less than thirty days, a holder of the license shall surrender the license immediately.

31. Surrender of License

- (1) Subject to sub-regulation (2) of this regulation a holder of a license may surrender the license to the Authority at any time.
- (2) A holder of a license who wishes to surrender the license shall give the Authority not less than thirty days' notice in writing, before the date on which the license is to be surrendered.
- (3) The Authority shall cancel the license upon the expiry of the period of notice in sub-regulation (2).
- (4) Where, after the expiry of the period in sub-regulation (2), an aerodrome is abandoned or is not maintained in accordance with the conditions of the license, the holder of the license shall remove, obliterate or modify the markings and extinguish the Aeronautical Ground Lights and signs.
- (5) In addition to sub-regulation 4, an aerodrome operator shall display runway and taxiway closed markings as appropriate.

32. Charges at a Licensed Aerodrome

- (1) A holder of a license shall prescribe charges for the use of the aerodrome or of any facilities provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.
- (2) Where required by the Authority, a holder of a license shall furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome.

- (3) Notwithstanding sub-regulation (1), the Authority may where necessarily prescribe the maximum charges which may be levied for the use of an aerodrome or the performance of services at the aerodrome, for a specified period.
- (4) A holder of a license of the aerodrome for which the Authority prescribes charges under sub-regulation (3) shall not cause or permit any charges to be made in contravention of that sub-regulation.
- (5) A holder of a license of an aerodrome for which the Authority prescribes charges shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome.

33. Licenses Register

- (1) The Authority shall maintain a register of all licenses issued in accordance with these Regulations.
- (2) The register shall contain:
 - (a) the full name of the holder of an aerodrome license;
 - (b) the nationality of the holder of a license;
 - (c) the postal, telephone, fax and e-mail addresses of a holder of a license;
 - (d) the name and location of the aerodrome for which a license is issued;
 - (e) the number of the license;
 - (f) the license issue and expiry date; and
 - (g) any other relevant information.

CHAPTER IV APPLICATION, AERODROME OR HELIPORT MANUAL

34. Application

- (1) This Chapter shall apply to aerodromes in categories A, B, C and D.
- (2) Upon making an application for a certificate or a license the applicant shall submit to the Authority an aerodrome or heliport manual for approval.
- (3) An aerodrome or heliport manual shall:
 - (a) be typewritten or printed;
 - (b) be signed by the aerodrome operator;
 - (c) be in a format that is easy to revise;
 - (d) have a system for recording the current pages and any amendments, including a page for logging revisions; and

- (e) be organized in a manner that facilitates the preparation, review and approval processes.
- (4) An aerodrome operator shall keep at least one approved copy of the aerodrome manual at the aerodrome and one copy at the principal place of business of the aerodrome operator.
- (5) Where an operator of an aerodrome in category C and D is unable to keep a copy of the aerodrome manual at the aerodrome, the operator shall keep the aerodrome manual at a place authorized by the Authority.
- (6) The aerodrome operator shall ensure that all aerodrome personnel and all other relevant organization personnel have easy access to the parts of the aerodrome manual that are relevant to their duties and responsibilities

35. Information to be Included in an Aerodrome or Heliport Manual

- (1) An aerodrome manual shall contain all information and instructions necessary to enable the personnel of an aerodrome perform their duties.
- (2) Notwithstanding sub-regulation (1) of this regulation and to the extent that the Particular re-applicable a manual for an aerodrome in category A shall include the particulars provided in the First Schedule, for an aerodrome in category B and C, the particulars provided in the Second Schedule and for an aerodrome in category D, the particulars provided in the Third Schedule.
- (3) Where a person is given an exemption in accordance with these Regulations, the aerodrome or heliport manual shall show the exemption notice number given for the exemption by the Authority, the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

36. Amendment of Aerodrome or Heliport Manual

- (1) For the purpose of maintaining the accuracy of the information in an aerodrome or heliport manual:
 - (a) an operator shall whenever necessary, amend the aerodrome or heliport manual; or
 - (b) the Authority may issue a written directive requiring the operator to alter or amend the aerodrome manual.
- (2) Notwithstanding sub-regulation (1) of this regulation, an operator shall submit the propose amendment to the Authority for approval, before the manual is amended.
- (3) The Authority shall approve the amendment made to an aerodrome or heliport manual were the amendment meets the requirements of these Regulations.
- (4) The operator shall make all aerodrome personnel and other relevant organizations aware of the changes that are relevant to their duties and responsibilities.

CHAPER V
APPLICATION, REGISTRATION OF CATEGORY E AERODROMES

37. Application of this Chapter

- (1) This Chapter shall apply to aerodromes and heliports in category E
- (2) Requirement for registration of a category E aerodrome A person shall not operate an aerodrome in Category E unless the aerodrome is registered in accordance with these regulations.

38. Application for Registration of a Category E Aerodrome

An application for registration of a category E aerodrome shall be submitted in writing accompanied by:

- (1) A Self-reporting Form described in the Fourth Schedule of these regulation.
- (2) Charges as prescribed by the Authority in the Aeronautical Information Circular.
- (3) Written permission from the owner of the land or evidence of ownership of the proprietary interest in the land on which the aerodrome is located.

39. Requirement for Registration of a Category E Aerodrome

A person shall not operate an aerodrome in Category E unless the aerodrome is registered in accordance with these regulations.

40. Registration of a Category E Aerodrome

The Authority shall, prior to registration of a category E aerodrome, assess the facilities of the aerodrome to verify information provided in the Self-reporting Form described in the Fourth Schedule and compliance with applicable aerodrome standards.

41. Issuance of a Registration Approval

- (1) The Authority shall issue a registration approval in a form prescribed by the Authority in the technical guidance material where the applicant has:
 - (a) satisfied the requirements of these regulations, and the Self-reporting Form described in the Fourth Schedule.
 - (b) complied with any applicable Civil Aviation Security Regulations.
 - (c) complied with any other requirements specified by the Authority.
- (2) The issuance of a registration approval may be subject to any other condition as may be specified or notified by the Authority based on the results of the pre-registration safety audit or inspection.
- (3) The Authority may decline to grant a registration approval to an applicant and were the Authority declines, it shall notify the applicant in writing giving the reasons not later than Fourteen (14) days after making that decision.

- (4) The Authority shall, following the issuance of a registration approval, carry out Surveillance inspections to ensure continuing validity of the registration and continuing capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and associated facilities and services.
- (5) The Authority may use aerodrome condition reports from pilots operating into category E aerodromes for surveillances purposes.
- (6) An aerodrome registration approval issued under these Regulations is not transferable.

42. Validity of a Registration Approval

A Registration approval shall be valid for a period of three (3) years unless suspended or revoked by the Authority.

43. Renewal of a Registration Approval

An application for renewal of an aerodrome registration approval shall be made to the Authority in the form prescribed by the Authority in the technical guidance material and shall be as follows:

- (1) The Self-reporting Form described in the Fourth Schedule,
- (2) Particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
- (3) The appropriate charges as prescribed by the Authority.

44. Amendment of Registration Approval

- (1) An application for amendment of an aerodrome registration approval shall be submitted to the Authority in writing:
 - (a) The Authority may request the applicant to submit;
 - (b) a Self-reporting Form as described in the Fourth Schedule;
 - (c) a map of the aerodrome site;
 - (d) particulars of any non-compliances and deviations from standards if applicable;
 - (e) charges as prescribed by the Authority in the Aeronautical Information Circular.
- (2) The Authority may, provided that the requirements of this regulation are met, amend an aerodrome registration approval if:
 - (a) there is a change in the use or operation of the aerodrome; or
 - (b) the aerodrome operator requests an amendment; or
 - (c) it is deemed necessary based on results of an inspection.

45. Cancellation of a Registration Approval

- (1) The Authority may cancel an aerodrome registration approval where:
 - (a) a surveillance inspection, it is evident that the aerodrome is unsafe for the operation of aircraft and the operator has failed to remedy the situation within a period of sixty (60) days after the inspection; or
 - (b) the holder of the registration requests for the cancellation; or
 - (c) it is deemed necessary in the interest of aviation safety.
- (2) Subject to sub-regulation (1) (a) and (c), the Authority shall give reasons for the cancellation in writing to the registered aerodrome operator.
- (3) A holder of a registration approval who is aggrieved by the cancellation under sub-regulation (1) (a) and (c) may appeal to the Minister responsible for Transport within thirty (30) days of the cancellation.

46. Notification of Registered Aerodromes

The Authority shall publish in South Sudan Aeronautical Information Publication, the list of all aerodromes registered by the Authority including the name, postal address, telephone and facsimile numbers and e-mail address of the registration holder and any other relevant information.

CHAPTER VI OBLIGATIONS OF AN AERODROME OPERATOR

47. Obligations

An aerodrome operator shall comply with conditions, endorsed on a license, certificate or registration approval granted under these Regulations.

48. Competence of Personnel

- (1) An aerodrome operator shall ensure that there is an adequate number of qualified and skilled personnel to perform activities for aerodrome operations and maintenance.
- (2) Where the Authority or any other relevant authority requires competence certification for the personnel of an aerodrome, the aerodrome operator shall employ only those persons with the required certification.
- (3) The Aerodrome operator shall develop and implement a training programmed for personnel of the aerodrome as appropriate.

49. Aerodrome Operations and Maintenance

- (1) Subject to any directives the Authority may issue, an aerodrome operator shall operate and maintain an aerodrome in accordance with the procedures set out in the aerodrome manual.
- (2) The Authority may give written directives to an aerodrome operator to alter the procedures set out in an aerodrome manual.
- (3) An aerodrome operator shall ensure proper and efficient maintenance of the Aerodrome facilities.
- (4) Where air traffic services are provided at an aerodrome, the aerodrome operator shall Co-ordinate with the air traffic services, to ensure the safety of aircraft operating in the airspace, associated with the aerodrome.
- (5) The coordination mentioned in sub-regulation (4) shall cover other areas related to safety such as aeronautical information service, air traffic services, designated meteorological authorities, and security.

50. Aerodrome Operator's Safety Management System

- (1) An operator shall establish a safety management system that comply with the requirements specified in the applicable Civil Aviation Safety Management Regulations and any other requirements as may be prescribed by the Authority.
- (2) The aerodrome operator shall oblige all users of the aerodrome, including ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome and the aerodrome operator shall monitor such compliance.
- (3) The aerodrome operator shall require all users of the aerodrome, including ground handling agencies and other organizations to cooperate in the program to promote safety at and the safe use of the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.
- (4) This regulation shall apply to aerodromes in category A and B.
- (5) This regulation shall apply to aerodromes in categories C, D and E to the extent practicable.

51. Aerodrome Operator's Internal Safety Audits and Safety Reporting

- (1) The aerodrome operator shall arrange for periodic audits of the safety management system including an inspection of the aerodrome facilities and equipment.

- (2) The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by qualified personnel.
- (3) The aerodrome operator shall also arrange for an external audit and inspection program for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome as referred to in the regulation.

52. Storage of Hazardous Materials

A person shall not store fuel, pyrotechnic materials and other highly inflammable or dangerous goods at an aerodrome except with the permission of the Authority and in accordance with the applicable laws.

53. Safety Measures Against Fire

- (1) A person shall not:
 - (a) smoke within any place, or cause an open flame into any area on or within an aerodrome, where that act is prohibited;
 - (b) smoke or cause any flame in the vicinity of an aircraft, any vehicle used for the supply of fuel to an aircraft, a store, dump, liquid fuel or explosives;
 - (c) willfully give a false fire alarm;
 - (d) tamper or interfere with any fire hose reel, hydrant or any other item of equipment provided for firefighting purposes;
 - (e) keep, store, discard or discharge any flammable liquid, gas, signal flares or other like material in an aircraft, except in the receptacle appropriate for the purpose or in a place on the aerodrome specifically approved by the aerodrome operator for the purpose; or
 - (f) store, stack or use any material or equipment in a manner which constitutes or is likely to constitute a fire hazard.
- (3) An aerodrome operator shall display in conspicuous places appropriate signage in respect of the acts prohibited under sub-regulation (1) of this regulation.

54. Access to and Operations within Restricted Areas

- (1) A person shall not access a restricted area of an aerodrome unless authorized by the aerodrome operator and subject to such conditions as the aerodrome operator may impose.
- (2) A person authorized to access a restricted area under sub-regulation (1) of this Regulation shall not:
 - (a) move an aircraft or a vehicle in the restricted area except with the permission and directions issued by the air traffic services personnel;

- (b) move an aircraft or vehicle in the restricted area in a manner that endangers the safety of persons and property; or
- (c) use a portion of the aerodrome for landing or taking off, other than the area designated for that purpose.

55. Entry into or exit from Restricted Areas of Aerodrome

- (1) A person, aircraft or vehicle shall not enter or leave a restricted area of an aerodrome Except through points established by the aerodrome operator for the purpose.
- (2) Except in an emergency or at an appropriate point of entry or exit established by an Operator for that purpose, a person:
 - (a) other than a person carried in an aircraft or in a vehicle, shall not enter or leave a restricted area of an aerodrome; or
 - (b) shall not move an aircraft on the surface of an aerodrome or a vehicle into or from the restricted area.

56. Test-Running of Aircraft Engine

- (1) An aerodrome operator shall establish procedures for the test-running of aircraft engines.
- (2) A person shall not test-run an aircraft engine at an aerodrome except at the approved Aircraft maintenance facility of the aerodrome or a place designated for that purpose, by the aerodrome operator.

57. Removal of Obstructions from the Aerodrome Movement Surfaces

An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous to aircraft operations.

58. Maintenance of Environment Management Programme

- (1) An aerodrome operator shall establish and maintain an aerodrome environment management programme for the area within the authority of the operator and for the area where any wildlife presents or is likely to present a hazard to aircraft operations.
- (2) An aerodrome operator shall ensure that the environment management program established under sub-regulation (1) of this regulation minimizes the effects of any hazards or potential hazards taking into account the provisions of the laws on environmental management.
- (3) This regulation shall not apply to aerodromes in categories C, D and E.

59. Protection of Navigation Aids

An aerodrome operator shall in consultation with the Authority:

- (1) Prevent construction of any facilities on the aerodrome, which may adversely affect the operation of any electronic or visual navigation or air traffic service facility on the aerodrome; and
- (2) As far as it is within the authority of the operator, prevent any interruption of visual or electronic signal of navigation aids.

60. Responsibilities of an Operator

An aerodrome operator shall:

- (1) Maintain the aerodrome in a serviceable condition.
- (2) Keep the aerodrome free of unauthorized persons, vehicles and animals which are not under proper control or any other obstructions.
- (3) Establish a system for the management of wildlife at an aerodrome.
- (4) Establish a system for the monitoring and control of obstacles at and around the aerodrome.
- (5) Mark all obstructions in accordance with these regulations.
- (6) Inform the Authority of any alterations to obstruction or works on the aerodrome.
- (7) An aerodrome operator shall establish procedures for the operation of aircraft during low visibility conditions.
- (8) Install approved wind direction indicators to show the surface direction of the wind and ensure that they function satisfactorily.
- (9) Maintain the prescribed markings in a conspicuous condition and ensure that they are readily visible to aircraft in the air or maneuvering on the ground.
- (10) Avail facilities and ensure that they are in serviceable condition and that all apparatus installed function efficiently.
- (11) Appropriately mark the unserviceable areas on the landing terrain.
- (12) Inform the Authority where the aerodrome becomes unserviceable through any cause or where any portion of the surface of the landing area deteriorates to such an extent that the safe operation of aircraft may be endangered.
- (13) Submit to the Authority reports on the condition of the aerodrome as may be required by the Authority.
- (14) Ensure that organizations performing activities at the aerodrome comply with safety requirements specified by the operator.
- (15) Report all incidents and accidents at the aerodrome to the Authority.
- (16) Provide reports of all tests and exercises at the request of the Authority for example friction tests, lighting tests, emergency drills.

61. Inspection of Aerodromes and Unhindered Access by Inspectors of the Authority

- (1) The Authority shall inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the documents and records of the aerodrome, where applicable, verify the safety management system of the aerodrome, before an aerodrome license or certificate is issued or renewed and, subsequently, at any time, for the purposes of ensuring that safety at the aerodrome is maintained.
- (2) The Authority shall inspect the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements, before an aerodrome certificate, license or registration is issued or renewed.
- (3) For the purpose of facilitating the functions of the Authority specified in sub-regulations (1) and (2), an inspector of the Authority shall have unhindered access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and personnel.

62. Notifying and Reporting

- (1) An aerodrome operator shall notify and report to the Authority, the air traffic control unit and pilots, within the specified time limits, information on:
 - (a) any inaccuracies in the Aeronautical Information Publication;
 - (b) any changes to the aerodrome facilities, equipment and level of service planned, in advance;
 - (c) issues that may require immediate notification including obstacles infringing the OLS, obstructions and hazards, reduced levels of service, closure of any part of the movement areas, and any other condition that may affect aviation safety at the aerodrome and against which precautions are warranted.
- (2) Where it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of the circumstances referred to in sub-regulation (1) (c), the aerodrome operator shall give immediate notice, directly to the pilots who may be affected by that circumstance.

63. Aerodrome Movement Area Inspections

- (1) An aerodrome operator shall carry out inspections of the movement area as often as is necessary according to wildlife, weather conditions and traffic for aerodromes in category A, B, C and D.
- (2) An aerodrome operator shall in addition to daily inspections carry out inspections of the movement area before each aircraft movement for aerodromes in Category E.

- (3) The aerodrome operator shall ensure that the inspections are carried out by qualified personnel.

64. Special Inspections

- (1) An aerodrome operator shall inspect an aerodrome -
 - (a) as soon as practicable after any accident or incident;
 - (d) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
 - (c) at any other time when there are conditions at the aerodrome that may affect aviation safety.
- (2) An aerodrome operator shall notify and report to the Authority, within the specified time limits, information on any special inspection carried out under sub-regulation (1) of these Regulation.

65. Warning Notices

Where a low flying aircraft, at or near an aerodrome, or where a taxiing aircraft, is likely to be hazardous to people or vehicles, an aerodrome operator shall:

- (1) Post hazard warning notices to that effect, on any public way that is adjacent to the maneuvering area.
- (2) Where the public way is not controlled by the aerodrome operator, inform the relevant authority of the hazard.

66. Additional Obligations of Category E Aerodrome Operator

Notwithstanding Aerodrome operator obligations in this Chapter, a category E operator shall:

- (1) Provide details on operations at the aerodrome as may be required from time to time by the Civil Aviation Authority or internal security;
- (2) Address any safety concerns identified by the Authority in the course of surveillance inspection of the aerodrome and submit corrective action plans as required.

67. Obligations of Pilot-In-Command of Aircraft Operating to and from a Category E Aerodrome

The pilot-in-command of an aircraft operating to or from a category E aerodrome shall:

- (1) Comply with the rules of the air as specified in the applicable Civil Aviation Rules of the Air Regulations.
- (2) Comply with any applicable Civil Aviation Security Regulations.

- (3) File an airborne flight plan immediately after take-off from a category E aerodrome on the designated air traffic control frequency for all flights.
- (4) Comply with any instructions as may be required from time to time by the Civil Aviation Authority or internal security for operation at such aerodromes.
- (5) Obtain authorization from the operator of an aerodrome prior to operating into privately operated aerodromes.

68. Obligation to Insure

- (1) A person shall not operate, or cause or permit any other person to operate, an aerodrome unless there is a policy of insurance in force in relation to that heliport.
- (2) A policy of insurance shall be of no effect for the purposes of sub-regulation (1) unless:
 - (a) there has been issued by the insurer to the operator of a heliport in relation to the policy of insurance in such form and containing particulars as the Authority may prescribe; and
 - (b) The operator has sent, or caused to be sent, to the Authority a copy of License.
- (3) If the policy of insurance at any time or for any reason ceases to have effect, any license issued under these Regulations in respect of the heliport to which the policy of insurance relates, shall be deemed to have been revoked.
- (4) A certificate, license shall not be renewed or amended under these Regulations in relation to the operation of a heliport where the policy of insurance has expired.
- (5) In this regulation policy of insurance is a policy which ensures the operator of a heliport against liability in respect of loss and damage caused to any person or property at that heliport and which comply with such conditions as may be prescribed by the Authority.

**CHAPTER VII
EXEMPTIONS**

69. Application for Exemption

- (1) The Authority may exempt, in writing, an aerodrome operator from complying with specific provisions of these regulations.
- (2) An aerodrome operator shall submit an application for exemption in writing and shall Contain:

- (a) the name of the aerodrome and aerodrome operator address.
- (b) the specific requirement from which the applicant seeks exemption;
- (c) justification for the exemption;
- (d) an aeronautical study;
- (e) a description of the type of operations to be conducted under the proposed exemption;
- (f) the proposed duration of the exemption;
- (g) a detailed description of the alternative means by which the applicant is to ensure a level of safety equivalent to that established by the regulation from which the exemption is applied for; and
- (h) any other relevant information that may be required by the Authority.

70. Aeronautical Study

- (1) Where an aerodrome does not meet the requirements of the South Sudan Civil Aviation Aerodrome Design and Operations regulations or the Civil Aviation Heliports Regulations, the Authority may determine, after an aeronautical study, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant regulations.
- (2) Subject to sub-regulation (1), the aerodrome operator shall conduct an aeronautical study, and submit the report to the authority for review.

71. Initial Review by the Authority

- (1) The Authority shall review an application for exemption for accuracy and compliance with the requirements of these regulation.
- (2) Where the applicant does not meet the requirements of this Regulations, the Authority shall inform the applicant and no further action shall be taken on that application.

72. Evaluation of Application for Exemption

- (1) The Authority shall conduct an evaluation of an application after the initial review in accordance with this Regulation to determine whether:
 - (a) the proposal by the applicant provides a level of safety equivalent to that established by the regulation from which the exemption is sought;
 - (b) a grant of the exemption, contravene the applicable standards;
- (2) The Authority shall inform the applicant in writing and publish a detailed report of its evaluation and decision to grant or reject the application for exemption.
- (3) The report referred to in sub-regulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

- (4) Where an exemption affects a significant population of the aviation industry or public in the State, the Authority shall publish the report in the Aeronautical information circular.
- (5) Where the Authority determines that the application for exemption meets the requirements of these regulation and that a review of its merits is justified, the Authority shall notify and may publish in the official Gazette or at least one of the daily newspapers widely circulated, a detailed summary of the application, for public comment, specifying the date by which the comments are to be received by the Authority for consideration.
- (6) When an aerodrome does not meet the requirement of a standard or practice specified in regulation, the Civil Aviation Authority may determine, after carrying out aeronautical studies, only if and were permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.

73. Grant or Reject of an Exemption

- (1) The Authority may reject an application for exemption, in the opinion of the Authority that:
 - (a) the reasons given for the exemption are not satisfactory;
 - (b) the exemption, adversely affect safety; and
 - (c) the exemption shall not be in the public interest and the level of safety that intended by these regulations shall not be provide.
- (2) Where the Operator meets the requirements and criteria set for grant of exemption, the Authority shall grant an exemption for a specified period.

74. Control or Review of Exemptions

Following the grant an exemption the Authority shall carry out continuous review of the exemption as prescribed in the applicable technical guidance material.

75. Deviations from these Regulations

Any deviation from these Regulations, the South Sudan Civil Aviation Aerodrome Design and Operations or the Civil Aviation Heliports Regulations and condition referred to in these Regulations shall be set out in an endorsement on the aerodrome certificate or license and in the aerodrome manual.

CHAPTER VIII
GENERAL PROVISIONS

76. Land Use in The Vicinity of an Aerodrome

All land use practices and activities in the vicinity of an aerodrome shall comply with the provisions prescribed in the South Sudan Civil Aviation Aerodrome and Operations regulations and the Civil Aviation Heliport regulations.

77. Certain Acts Prohibited on Aerodromes

- (1) A person shall not, on an aerodrome:
 - (a) obstruct or interfere with the proper use of the aerodrome;
 - (b) obstruct any person executing his or her duties at the aerodrome;
 - (c) remove or deface any notice, writing, document or marking erected or displayed by the aerodrome operator;
 - (d) throw, leave or drop anything capable of causing injury to any person or damage to any property;
 - (e) dump any waste matter except at a place approved for the purpose by the aerodrome operator; and
 - (f) dump or spill any substance capable of causing water pollution, whether solid, liquid, vapor or gas or a combination of these, except at a place approved for that purpose by the aerodrome operator.
- (2) Except with the permission of the operator, a person shall not:
 - (a) interfere or tamper with any part of the aerodrome or any equipment associated with the operation of the aerodrome;
 - (b) climb any wall, fence, barrier, ceiling, gate or post on an aerodrome, breach;
 - (c) handle any baggage or carry baggage for a passenger at an aerodrome;
 - (d) bring a vehicle into or drive into an aerodrome; or
 - (e) obstruct an entrance to or a passage at an aerodrome in a manner that inconvenience other users of the entrance or passage.

78. Erection of Obstacles

- (1) A person shall not cause or permit the erection or growth of an obstacle at or in the vicinity of an aerodrome, without the written permission of the Authority, where the obstacle may prevent an aircraft operation from being conducted safely or the aerodrome from being usable.
- (2) A person shall not cause or permit any object, to penetrate the obstacle limitation surface, without the written permission of the Authority, where the object may cause an increase in an obstacle clearance altitude or in the height for an instrument approach procedure or of any associated visual circling procedure.

- (3) The object referred to in sub-regulation (2) includes a new object or an extension of an existing object above the obstacle limitation surface.
- (4) The obstacle clearance altitude and height applicable to obstacle limitation surface, and the obstacle limitation requirements shall comply with the Civil Aviation Aerodrome Design and Operations and Civil Aviation Heliports Regulations.

79. Removal of Obstacles

- (1) A person shall remove any obstacle in the vicinity of aerodrome, except where, after an aeronautical study, the Authority determines that the obstacle does not adversely affect the safety or significantly affect the regularity of operations of aircraft.
- (2) The Authority shall direct the removal of any obstacle which, in the opinion of the Authority, constitutes a hazard to aircraft operations.
- (3) Where an owner fails to remove an obstacle within the time directed by the Authority, the Authority shall arrange to have the obstacle removed at the cost of the owner of that obstacle.

80. Lighting of En-Route Obstacles

- (1) An owner or a person in charge of an en-route obstacle shall ensure that the en-route obstacle is fitted with medium intensity steady red light:
 - (a) positioned as close as possible to the top of the obstacle; and
 - (b) spaced as far as practicable, equally between the top lights and ground level with an interval not exceeding thirty-three meters, at the intermediate levels.
- (2) Where any light which is required by this regulation to be displayed fails, an owner or a person in charge of an en-route obstacle shall repair or replace the light as soon as is reasonably practicable but, in any case, not later than twenty-four hours after the failure of the light.
- (3) Subject to sub-regulation (2), an owner or a person in charge of an en-route obstacle shall ensure that the lights required to be fitted by this regulation are displayed.
- (4) An owner or a person in charge of an en-route obstacle shall ensure that sufficient light is fitted and arranged at each level of an obstacle where lights are required to be fitted, so as to show, when displayed, in all directions.
- (5) The Authority may direct that an en-route obstacle is fitted with additional lights which shall be displayed in such positions and at such times as the Authority may specify
- (6) For the purpose of this regulation:

- (a) “en-route obstacle” means any building, structure or erection, which is one hundred meters or more, above ground level, except a building, structure or erection, which is in the vicinity of an aerodrome; and
- (b) “Medium intensity steady light” means a light, which complies with the characteristics described for a medium intensity type C light.

81. Lights Which May Cause Confusion

- (1) A non-aeronautical ground light which, by reason of its intensity, configuration or color, might prevent, or cause confusion in, the clear interpretation of aeronautical ground lights shall be extinguished, screened or modified so as to eliminate such a possibility and particular attention shall be directed to a non-aeronautical ground light visible from the air within the areas described hereunder:
 - (a) Instrument runway..... code number 4: within the areas before the threshold and beyond the end of the runway extending at least 4 500 m in length from the threshold and runway end and 750 m either side of the extended runway center line in width;
 - (b) Instrument runway..... code number 2 or 3 as in a), except that the length shall be at least 3 000 m.
 - (c) Instrument runway..... code number 1; and non-instrument runway: within the approach area.
- (2) In the case of aeronautical ground lights near navigable waters, consideration needs to be given to ensuring that the lights do not cause confusion to mariners.

82. Laser Emissions Which May Endanger the Safety of Aircraft

A person shall not use laser emissions which are likely to endanger the safety of aircraft

83. Animals Not Allowed in Restricted Areas of Aerodrome

- (1) A person shall not bring, permit or graze an animal in the restricted area of an aerodrome or cause any animal to graze or feed in the restricted area of an aerodrome.
- (2) Subject to sub-regulation (1), a person who brings or permits an animal in the restricted area of an aerodrome or receives an animal in the restricted area of the aerodrome, shall ensure that the animal is at all times under proper control while in the restricted area.

84. Change of Name of a License or Certificate Holder

- (1) A holder of a Certificate, license, or registration approval may apply to the Authority to change the name of the holder of the license, certificate or registration approval.
- (2) An application in sub-regulation (1) of this regulation shall be as follows:

- (a) the current certificate, license or registration approval; and
 - (b) a court order, or any other legal document verifying the change of name, if any.
- (3) The Authority shall change the name of the holder and issue a replacement certificate, license or registration approval with the appropriate endorsement.
 - (4) The Authority shall retain copies of the documents submitted under sub-regulation (2).

85. Change of Address of a License or Certificate Holder

- (1) A holder of a certificate, license or registration approval, shall inform the Authority of:
 - (a) change in the physical address at least fourteen (14) days in advance; and
 - (b) the mailing address upon the change.
- (2) Where a holder of a certificate, license or registration approval does not inform the Authority of the change in the physical address within the time specified in sub-regulation (1) paragraph (a), the Authority may suspend the certificate, license or registration approval.

86. Use and Retention of Licenses, Certificates, Registration Approvals and Records

- (1) A person shall not:
 - (a) use certificate, license or registration approval, permission, exemption or any other document issued or required by or under these Regulations which is forged, altered, revoked, or suspended, or which the person is not entitled to use;
 - (b) forge or alter a certificate, license, registration, approval, permission, exemption or any other document issued or required by or under these Regulations;
 - (c) lend a certificate, license, registration approval, permission, exemption or any other document issued or required by or under these Regulations to any other person; or
 - (d) make any false representation for the purpose of procuring for himself, herself or any other person the issue, renewal or variation of a certificate, license, registration approval, permission or exemption or other document.
- (2) A person shall not, during the period for which it is required under these Regulations to be preserved:
 - (a) mutilate, alter, render illegible or destroy a certificate, license, registration approval or any entry made in any record;

- (b) knowingly make, procure or assist in the making of any false entry in a license, certificate or record, or
 - (c) willfully omit to make a material entry in a certificate, license, registration approval or record.
- (3) All records required to be maintained under these Regulations shall be recorded in a permanent and indelible material.
 - (4) A person shall not purport to issue certificate, license, registration approval or exemption for the purpose of these Regulations unless that person is authorized.
 - (5) The Authority may suspend or cancel certificate, license, registration approval of an operator who contravenes any provision of these Regulations.

87. Reports of Violation

- (1) A person who knows of a violation of the Republic of South Sudan Civil Aviation Act, any Rule, Regulation or Order made there under, shall report it to the Authority.
- (2) The Authority shall determine the nature and type of any additional investigation or enforcement action that shall be taken.

88. Replacement of Documents

A holder of a certificate, license or registration approval who requires a replacement of the certificate, license or registration approval may apply to the Authority in the form prescribed by the authority in the technical guidance material.

89. Aeronautical User Charges

- (1) The Authority shall notify of the fees to be charged in connection with:
 - (a) the issue, validation, renewal, extension or variation of any certificate, license or registration approval or any other document, including a copy of any of these;
 - (b) the undertaking of any examination, test, inspection or investigation;
 - (c) the grant of any permission or approval required for the purpose of these Regulations.
- (2) Where an application for which any fee is chargeable under sub-regulation (1) is made, the applicant shall, before the application is processed, pay the required fee.
- (3) The Authority shall not refund the fees where an application is withdrawn after payment of fees is made or where the application ceases to have effect or is refused.

90. Conditions for Operating an Aerodrome

A person shall not operate an aerodrome certificated, licensed or registered under these Regulations unless the facilities and characteristics of the aerodrome are effectively related and match the needs of the aircraft for which the aerodrome is intended.

91. Safety Inspections and Audits

The Authority shall:

- (1) Carry out such safety inspections and audits as may be necessary for the purpose of verifying the validity of an application for construction and operation of an aerodrome.
- (2) Carry out safety inspections and audits of any document and records of an operator, which may be necessary to determine compliance with the appropriate requirements as prescribed in these Regulations.

92. Obligation to Insure

- (1) A person shall not operate, or cause or permit any other person to operate, an aerodrome unless there is a policy of insurance in force in relation to that aerodrome.
- (2) A policy of insurance shall be of no effect for the purposes of sub-regulation (1) unless:
 - (a) there has been issued by the insurer to the operator of an aerodrome heliport in relation to the policy of insurance in such form and containing such particulars as the Authority may prescribe, and
 - (b) The operator has sent, or caused to be sent, to the Authority a copy of such License.
- (3) If the policy of insurance at any time or for any reason ceases to have effect, any license issued under these Regulations in respect of the heliport to which the policy of insurance relates shall thereupon be deemed to have been revoked.
- (4) A certificate or license shall not be renewed or amended under these Regulations in Relation to the operation of a heliport where the policy of insurance has expired.

CHAPTER IX
MICELLANOUSE PROVISSIONS
SAVINGS, REVOCATION, ENFORCEMENT, OFFENCE AND PENALTIES

93. Savings

A license, certificate, approval or any other document issued to an operator prior to the commencement of these Regulations shall continue in force as if it was issued under these Regulations until it expires or is cancelled by the Authority or a court.

94. Revocation

The South Sudan Civil Aviation Aerodromes Regulations, 2024 are revoked.

95. Enforcement Action

- (1) The Authority shall take enforcement action on any person that fails to comply with the provisions of these regulations.
- (2) A person who contravenes any provision of these Regulations may have his certificate, license, approval, authorization or such other document revoked or suspended by the Authority.
- (3) Inspectors of the Authority holding valid delegations shall take necessary action to preserve safety where an undesirable condition has been detected.
- (4) The action(s) referred to in sub-regulation (3) of this regulation may include:
 - (a) In the case of a regulated entity, imposition of operating restrictions until such a time that the existing undesirable condition has been resolved;
 - (b) In carrying out the enforcement actions pursuant to the provisions of sub-regulation (3), the inspectors of the Authority shall invoke the powers in the interest of preserving safety.

96. Offences and Penalties

- (1) A person who contravenes any provision of these Regulations, orders or notices commits an offence and upon conviction shall be sentence to imprisonment for a term not exceeding six (6) months or with fine or both.
- (2) In the case of a continuing contravention, each day of the contravention shall constitute a separate offence and shall be liable to an additional fine for each day the offence continues.
- (3) Where it is proved that an act or omission of any person, which have been a contravention by that person of a provision of these Regulations, orders or notices made there under was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention by that person of that provision.

FIRST SCHEDULE

PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR AERODROMES IN CATEGORY A

1. General Information, Including the Following:

- (b) purpose and scope of the aerodrome manual;
 - (c) the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in these regulations;
 - (d) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
 - (e) the available aeronautical information system and procedures for its promulgation;
 - (f) the system for recording aircraft movements; and
 - (g) obligations of the operator.
- (1) A list of the corrigenda or amendments: this section shall log the updates and corrections made to the aerodrome manual;
- (2) Responsibility for maintaining the accuracy of the aerodrome manual shall be defined in the manual.
- (3) A Description of the aerodrome: this includes maps and charts. The physical characteristics of the aerodrome shall be documented, as well as the information regarding the RFF level, ground aids, primary and secondary electrical power systems and main obstacles. Sufficiently detailed charts of the aerodrome shall also be included showing the aerodrome's boundaries and different areas (manoeuvring area, apron, etc, all deviations from the regulatory provisions authorized by the State shall be listed together with their validity and references to the related documents (including any safety assessments);
- (4) A description of the intended operations, including:
- (a) the critical aeroplanes the aerodrome is intended to serve;
 - (b) the category of runway(s) provided (non-instrument, instrument including non-precision and precision);
 - (c) the different runways and their associated levels of service;
 - (d) the nature of aviation activities (commercial, passenger, air transport, cargo, aerial work, general aviation);
 - (e) the type of traffic permitted to use the aerodrome (international/national, IFR/VFR, scheduled or non-scheduled); and
 - (f) the minimum RVR that aerodrome operations can be permitted;
- (5) A description of each of the aerodrome operator's procedures related to the safety of aeronautical operations at the aerodrome. For each procedure:
- (a) the responsibilities of the aerodrome operator are clearly described;

- (b) the tasks that are to be achieved by the aerodrome operator or its subcontractors are listed; and
 - (c) the means and procedures required to complete these tasks are described or
 - (d) appended, together with the necessary details such as the frequency of application and operating modes; and
- (6) (a) description of the operator's SMS:
- (i) the SMS section of the manual is developed, and the related procedures and documents are enclosed, as well as the safety policy of the aerodrome operator signed by the accountable executive;
- Note: The Civil Aviation Safety Management Regulations specify a framework for the implementation of an SMS at an aerodrome.
- (ii) the aerodrome SMS shall be commensurate with the size of the aerodrome and with the level and complexity of the services provided.
 - (iii) Responsibilities attributed to other aerodrome stakeholders shall be clearly identified and listed.

2. General Information, Including the Following:

- (1) Purpose and scope of the aerodrome manual;
- (2) The legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in these regulations;
- (3) Conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (4) The available aeronautical information system and procedures for its promulgation;
- (5) The system for recording aircraft movements; and
- (6) Obligations of the operator.

PARTICULARS OF THE AERODROME SITE

3. General Information, Including the Following:

- (1) Plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (2) A plan of the aerodrome showing the aerodrome boundaries;
- (3) A plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and

- (4) Particulars of the land title of the aerodrome site. If the boundaries of the aerodrome are not defined in the land title documents particulars of the land title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

4. General Information

- (a) The name of the aerodrome;
- (b) The location of the aerodrome;
- (c) The geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 reference datum;
- (d) The aerodrome elevation and geoid undulation;
- (e) The elevation of each threshold and geoid undulation, the elevation of each runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) The aerodrome reference temperature;
- (g) Details of the aerodrome beacon; and
- (h) The name of the aerodrome operator and the address, telephone and facsimile numbers at which the operator may be contacted at all times.

5. Aerodrome Dimensions and Related Information Including the Following:

- (a) Runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) Length, width and surface type of strip, runway end safety areas, stop ways;
- (c) Length, width and surface type of taxiways;
- (d) Apron surface type and aircraft stand;
- (e) Clearway length and ground profile;
- (f) Visual aids for approach procedures, viz. Approach lighting type and visual approach slope indicator system PAPI/APAPI and marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways including runway holding positions, intermediate holding positions and stop bars and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
- (g) The location and radio frequency of VOR aerodrome checkpoints;
- (h) The location and designation of standard taxi routes;
- (i) The geographical coordinates of each threshold;
- (j) The geographical coordinates of appropriate taxiway centre line points;

- (k) The geographical coordinates of each aircraft stand;
- (l) The geographical coordinates and the top elevation of significant obstacles in the approach and take-off area, 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 the applicable Civil Aviation (Aeronautical Charts) Regulations and Civil Aviation (Aeronautical Information Services) Regulations);
- (m) Pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number method;
- (n) One or more pre-flight altimeter check's locations established on an apron and their elevation;
- (o) Declared distances: take-off run available, take-off distances available, accelerate-stop distance available, landing distance available;
- (p) Disabled aircraft removal plan: the telephone, facsimile number and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- (q) Rescue and fire-fighting; the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which shall be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

Note: The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons

PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

6. Aerodrome Reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the Aeronautical Information Publication and Aeronautical Information Circular and procedures for requesting the issue of NOTAMs, including the following:

- (a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone, facsimile numbers and email, as provided by the

Authority, of the place where changes are to be reported to the Authority.

7. Access to the Aerodrome Movement Area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

- (a) the role of the operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable; and
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

8. Aerodrome Emergency Plan

Particulars of the aerodrome emergency plan, including the following:

- (a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; public health emergencies, sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the aerodrome covering “during the emergency” and “after the emergency” considerations;
- (b) details of test and aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organizations, agencies and persons of authority, both on-and/off-aerodrome, for site roles; their telephone and facsimile numbers, e-mail addresses and the radio frequencies of their offices;
- (e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- (f) the appointment of an on-scene commander for the overall emergency operation.

9. Rescue and Fire-Fighting

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

10. Inspection of the Aerodrome Movement Area and Obstacle Limitation Surface by the Operator

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

- (a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- (b) arrangements and means of communicating with air traffic control during an inspection;
- (c) arrangements for keeping an inspection logbook, and the location of the logbook;
- (d) details of inspection intervals and times;
- (e) inspection checklist;
- (f) arrangements for reporting the results of inspections 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.

11. Visual Aids and Aerodrome Electrical Systems

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

- (a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- (b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- (c) arrangements for carrying out routine maintenance and emergency maintenance;
- (d) arrangements for secondary power supplies and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
- (e) personnel responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working
- (f) hours.

12. Maintenance of the Movement Area

Particulars of the facilities and procedures for the maintenance of the movement area, including arrangements for:

- (a) maintaining the paved areas;
- (b) maintaining the unpaved runways and taxiways;
- (c) maintaining the runway and taxiway strips; and
- (d) the maintenance of aerodrome drainage.

13. Aerodrome Works - Safety

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

including the following:

- (a) arrangements for communicating with air traffic control during the progress of such work;
- (b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- (c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;
- (d) a distribution list for work plans, if required.

14. Apron Management

Particulars of the apron management procedures, including the following:

- (a) arrangements between air traffic control and the apron management unit;
- (b) arrangements for allocating aircraft parking positions;
- (c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (d) marshalling service; and
- (e) leader (van) service.

15. Apron Safety Management

Procedures to ensure apron safety, including:

- (a) protection from jet blasts;
- (b) enforcement of safety precautions during aircraft refuelling operations;
- (c) apron sweeping;
- (d) apron cleaning;
- (e) arrangements for reporting incidents and accidents on an apron; and
- (f) arrangements for auditing the safety compliance of all personnel working on the apron.

16. Airside Vehicle Control

Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following:

- (a) details of the applicable traffic rules (including speed limits and the means of enforcing the rules);
- (b) the method of issuing driving permits for operating vehicles in the movement area.

17. Birds and Wildlife Hazard Management

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including

the following:

- (a) arrangements for assessing birds and wildlife hazards;
- (b) arrangements for implementing birds and wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

18. Obstacle Control

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces and type A chart for obstacles in the take-off surface;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the Aeronautical Information Services publications.

19. Removal of Disabled Aircraft

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:

- (a) the roles of the operator and the holder of the aircraft operator certificate.
- (b) arrangements for notifying the aircraft operator.
- (c) arrangements for liaising with the air traffic control unit;
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) role and telephone numbers of personnel responsible for arranging for the action as necessary, including amendment of the AIS publications.

20. Handling of Hazardous Materials

- (1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:
 - (a) arrangements for special areas of 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.
- (2) For the purposes of this paragraph hazardous materials include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive

materials.

21. Low Visibility Operations

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the personnel, their telephone numbers, responsible for measuring the Runway Visual Range.

22. Protection of Sites for Radar and Navigational Aids

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- (a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1. In writing the procedures for each category, clear and precise information shall be included on:

- (i) when, or in what circumstances, an operating procedure is to be activated;
- (ii) how an operating procedure is to be activated;
- (iii) actions to be taken;
- (iv) the equipment necessary for carrying out the actions, and access to such equipment.

Note 2. if any of the procedures specified above are not relevant or applicable, reasons shall be given.

AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

23. Aerodrome Administration

Particulars of the aerodrome administration, including the following:

- (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- (c) airport committees.

24. Safety Management System

Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the

essential features being:

- (a) the safety policy, in so far as applicable, on the safety management process and its relation to the operational and maintenance process and shall be signed by the accountable executive;
- (b) the structure or organization of the Safety Management System, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) Safety Management System strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiative and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of these regulations.
- (d) Safety Management System implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring.
- (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) the system for documenting all safety-related aerodrome facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft payments and aerodrome lighting. The system shall enable easy retrieval of records including charts;
- (i) personnel training and competency, including the review and evaluation of the adequacy of training provided to personnel on safety-related duties and of the certification system for testing their competency; and
- (j) the incorporation and enforcement of safety-related clauses in the contract for construction work at the aerodrome;
- (k) a description of each of the aerodrome operator's procedures related to the safety of aeronautical operations at the aerodrome. For each procedure:
 - (i) the responsibilities of the aerodrome operator are clearly described;
 - (ii) the tasks that are to be achieved by the aerodrome operator or its subcontractors are listed; and

- (iii) the means and procedures required to complete these tasks are described or appended, together with the necessary details such as the frequency of application and operating modes.
- (l) All deviations from the regulatory provisions authorized by the State shall be listed together with their validity and references to the related documents (including any safety assessments).

SECOND SCHEDULE

PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR AERODROMES IN CATEGORIES B AND C

- (1) General Information, Including the Following:**
 - (a) purpose and scope of the aerodrome manual;
 - (b) the legal requirement for an aerodrome license and an aerodrome manual in these Regulations.
 - (c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions.
 - (d) the available aeronautical information system and procedures for its promulgation;
 - (e) the system for recording aircraft movements; and
 - (f) obligations of the aerodrome operator.

PARTICULARS OF THE AERODROME SITE

- (2) General Information, Including the Following:**
 - (a) plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
 - (b) a plan of the aerodrome showing the aerodrome boundaries;
 - (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome.

PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

- (3) General Information**
 - (a) the name of the aerodrome;

- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (d) the aerodrome elevation
- (e) points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature;
- (g) the name of the aerodrome operator and the address, telephone and facsimile numbers at which the aerodrome operator may be contacted at all times.

(4) Aerodrome Dimensions and Related Information

General information, including the following:

- (a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) Length, width and surface type of strip,
- (c) apron surface type and aircraft stand;
- (d) one or more pre-flight altimeter check's locations established on an apron and their elevation;
- (e) rescue and fire-fighting plan;

Note: the accuracy of the information in this schedule is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

(5) Aerodrome Reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and AIC and procedures for requesting the issue of NOTAMs, including the following:

- (a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

(6) Access to the Aerodrome Movement Area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

- (a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable; and
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.
- (c) inspection checklist;
- (d) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (e) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

(7) Maintenance of the Movement Area

Particulars of the facilities and procedures for the maintenance of the movement area, including;

- (a) arrangements for maintaining the unpaved runways and taxiways;
- (b) arrangements for maintaining the runway and taxiway strips; and
- (c) arrangements for the maintenance of aerodrome drainage.

(8) Aerodrome Works – Safety

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

- (a) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times; and
- (b) a distribution list for work plans, if required.

(9) Birds and Wildlife Hazard Management

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

- (a) arrangements for assessing birds and wildlife hazards;
- (b) arrangements for implementing birds and wildlife control programs; and

- (c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

(10) Obstacle Control

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

(11) Handling of Hazardous Materials

- (1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:
 - (a) arrangements for special areas of 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.
- (2) For the purposes of Regulation 58 “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

(12) Protection of Sites for Radar and Navigational Aids

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- (a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1. In writing the procedures for each category, clear and precise information shall be included on:

- (a) when, or in what circumstances, an operating procedure is to be activated;

- (b) how an operating procedure is to be activated;
- (c) actions to be taken; and
- (d) the equipment necessary for carrying out the actions, and access to such equipment.

Note 2. if any of the procedures specified above are not relevant or applicable, the reason shall be given.

THIRD SCHEDULE

PARTICULARS TO BE INCLUDED IN A HELIPORT MANUAL FOR AERODROMES IN CATEGORY D

1. General Information, Including the Following:

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome license and an aerodrome manual as prescribed in these Regulations.
- (c) conditions for use of the aerodrome, a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the aerodrome operator.

PARTICULARS OF THE AERODROME SITE

2. General Information, Including the Following:

- (a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries;
- (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome.

PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

3. General Information

- (a) the name of the aerodrome;

- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (d) the heliport elevation of the touch down and lift off area (TLOF) or the elevation and geoid undulation of each threshold of the final approach and take off area (FATO);
- (e) FATO type, true bearing, designation number, length, width, slope, surface type;
- (f) safety area: length, width and surface type;
- (g) apron: surface type, helicopter stands and geographical coordinates of specific points;
- (h) declared distances: take off distance available, rejected take off distance available and landing distance available;
- (i) the aerodrome reference temperature;
- (j) the name of the aerodrome operator and the address, telephone and facsimile numbers at which the aerodrome operator may be contacted at all times.
- (k) maximum allowable mass;
- (l) visual aids available;
- (m) rescue and firefighting surface and level of protection; and
- (n) availability of PAPI, APAPI or helicopter approach PAPI indicator.

4. Aerodrome Dimensions and Related Information

General information, including the following;

- (a) dimensions of safety areas, apron, clear way, FATO and TLOF, obstacle limitation surfaces, helideck obstacle-free sector, helideck obstacle limitation sector and approach surface;
- (b) helicopter ground taxiway, air taxiway and air transit route;
- (c) one or more pre-flight altimeter check's locations established on an apron and their elevation;

Note: the accuracy of the information in this Part is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

5. Aerodrome Reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and AIC and procedures for requesting the issue of NOTAMs, including the following:

- (a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

6. Access to the Aerodrome Movement Area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

- (a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable;
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours;
- (c) inspection checklist;
- (d) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (e) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

7. Maintenance of the Movement Area

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- (a) arrangements for maintaining the unpaved areas and taxiways;
- (b) arrangements for maintaining the FATO and TLOF; and
- (c) arrangements for the maintenance of aerodrome drainage.

8. Aerodrome Works – Safety

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

- (a) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- (b) a distribution list for work plans, if required.

9. Obstacle Control

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surface;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

10. Protection of Sites for Radar and Navigational Aids

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- (a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1. In writing the procedures for each category, clear and precise information shall be included on:

- (d) when, or in what circumstances, an operating procedure is to be activated;
- (e) how an operating procedure is to be activated;
- (f) actions to be taken;
- (g) the equipment necessary for carrying out the actions, and access to such equipment.

Note 2. if any of the procedures specified above are not relevant or applicable, the reason shall be given.

FOURTH SCHEDULE
SELF- REPORTING FORM FOR CATEGORY E AERODROMES

	INFORMATION PARTICULARS	DECLARATION/DETAILS	COMMENTS
	LOCATION		
1.	Name of Aerodrome		
2.	A map of the aerodrome site		
3.	Location (County, etc.)		
4.	Location (WGS 84 Co-ordinates)		
5.	Aerodrome Reference Point Co-ordinates (WGS 84 Co-ordinates)		
	OPERATOR'S DETAILS		
6.	Name of Operator Address of Operator P.O.BOX/Tel/Email/Mobile		
7.	Name of Land Owner and Address of Land Owner		
	AERODROME PHYSICAL CHARACTERISTICS		
8.	Runway Orientation		
9.	Runway Lengths (m)		
10.	Runway Widths (m)		
11.	Runway Surface Type		
12.	Runway Slope (%)		
13.	Runway Elevation (feet AMSL)		
14.	Mean Temperature (degrees Celsius)		
15.	Runway Obstructions		
16.	Apron surface type		
17.	Approximate runway surface Strength (PCN)		
18.	Runway surface testing		
19.	Prominent Obstructions		
20.	Location and size of aprons (sq. m.)		
21.	Location and Widths of Taxiways		
22.	Surface Type of Taxiways		
	VISUAL AIDS		
23.	Windsock Position		
24.	Markers		

25.	Any other visual aids available		
	RISK ANALYSIS		
26.	Recommendations on aircraft weight/types		
27.	Landing Direction Recommendations		
28.	Take off Direction Recommendations		
29.	Obstruction's mitigations		
30.	Wildlife hazard control measures, if any		
31.	Arrangements for Rescue and Fire fighting		
32.	If not fenced, human and vehicle control measures		
	OTHER SERVICES AVAILABLE		
33.	Terminal buildings		
34.	Toilets		
35.	Distance to the Lodge/Operator house		
36.	Distance to Guard House		
37.	Access roads		
38.	Communication facilities if any		
39.	Contact person (Name, address, e-mail, telephone number)		
	ADDITIONAL INFORMATION		
40.	Photographs of the aerodrome facilities and equipment		

METHODOLOGY FOR DETERMINATION OF A CATEGORY E AERODROME

1. Purpose

These guidelines set out factors to be considered when determining an aerodrome to be a category E aerodrome pursuant to regulation - and Part of these regulations. The determination shall be guided by:

- (a) Type of aircraft that may use the aerodrome;
- (b) Types of operations that may be conducted on the aerodrome runway;
- (c) Recommended minimum physical characteristics of the aerodromes;
- (d) Visual aids available at the aerodrome;

- (e) Surface type and serviceability of runway surface during adverse weather conditions; and
- (f) Any other factors that may be considered prior to using a category E Aerodrome.

2. Type of Aircraft that May Use a Category E Aerodrome

Use of Category E Aerodromes other than licensed aerodromes is not recommended for aircraft with a maximum certificated take-off mass of more than 5700 kg, except as determined in section 1 above.

3. Types of Operations that May be Conducted from a Category E Aerodrome Runway

Aircrafts engaged in the following operations may use a Category E Aerodromes:

- (a) Private;
- (b) Aerial work;
- (c) Private charter where the aircraft owner has taken Indemnity;
- (d) Government relief operations;
- (e) Flight intended for security purposes or for the purpose of saving life.

4. Recommended Minimum Physical Characteristics for Category E Aerodromes

i. Runway Width

A minimum width of 18 metres is recommended although aircrafts with a maximum certificated take-off mass below 2000kg can be operated safely on narrower runways with light cross winds. For agricultural operations, an 18-metre-wide runway is the recommended minimum.

ii. Runway Length

For other than agricultural operations by day, a runway length equal to or greater than that specified in the aircraft's flight manual or approved performance charts or certificate of airworthiness, for the prevailing conditions is required (increasing the length by an additional 25% is recommended when unfactored data is used). For agricultural day operations, the minimum runway length is the greater of 75% of the take-off distance specified in the aircraft's flight manual or approved performance chart for the prevailing conditions with the balance as clearway or the landing distance so specified.

5. Longitudinal Slope

The longitudinal slope between the runway ends shall not exceed 2%, except that 3% is acceptable on part of the runway so long as the change of slope is gradual. For agricultural operations, the slope shall not exceed the slope specified in the aircraft flight manual where the overall slope exceeds 2% the runway shall only be used for one-way operations — downhill for take-off and uphill for landing.

6. Transverse Slope

The transverse slope between the extreme edges of the runway strip shall not exceed 2.5% or 12.5% upward slope over the fly-over area.

7. Other Physical Characteristics

Both ends of a runway, not intended solely for agricultural operations, shall have approach and take-off areas clear of objects above a 3% slope.

8. Marking of Category E Aerodromes

Where extended operations are expected to be conducted at a Category E Aerodromes, the owner/operator is encouraged to provide markings similar to those found at licensed aerodromes. If markings are provided, they shall follow the colours and specifications set out in the Regulations. Where runway markers are provided which are not flush with the surface, they shall be constructed of a material that is not likely to damage an aircraft.

9. Other Factors that shall be Considered Prior to Using a Category E Aerodrome

A pilot shall not use a Category E Aerodrome or have an aircraft engine running unless the aircraft is clear of all persons, animals, vehicles or other obstructions.

A pilot shall not use a Category E Aerodrome without taking all reasonable steps to ensure the physical characteristics and dimensions are satisfactory. For aerial work and charter operations the operator shall provide evidence to the pilot on the suitability of a Category E Aerodrome prior to its use.

Runway lengths calculated for take-offs and landings shall be increased by 50% for agricultural operations on one-way runways.

10. Geographical Location

A Category E Aerodrome shall not be located:

- (a) within the area or in such close proximity as to create a hazard to aircraft conducting a published instrument approach, including the holding pattern; or
- (b) within any area where the density of aircraft movements makes it undesirable; or
- (c) where take-off or landing involving flight over a populated area creates an unnecessary hazard.

Except in an emergency, the consent of the owner/operator is required before a Category E Aerodrome may be used.

If the proposed Category E aerodrome is located near a city, town or populous area or any other area where noise or other environmental considerations make aircraft operations undesirable, the use of such a Category E aerodrome may be affected by the provisions of the State.

National Environment Management Authority (NEMA) regulations. It is the responsibility of the pilot and/or operator to conform to these requirements.

A method of determining the surface wind at a Category E Aerodrome is desirable. A wind sock is the preferred method.

The surface of a Category E Aerodrome shall be assessed to determine its effect on aircraft control and performance. For example, soft surfaces or the presence of long grass (over 150mm) will increase take-off distances while moisture, loose gravel or any material that reduces braking effectiveness will increase landing distance.

11. Surface Testing of a Category E Aerodrome

i. Rough Surfaces

The presence of holes, cracks and ruts will degrade aircraft performance and handling and increase the possibility of structural damage to aircraft. The smoothness of a runway can be tested by driving a stiffly sprung vehicle along the runway at a speed of at least 75 kph. If this is accomplished without discomfort to the occupants, the surface can be considered satisfactory.

ii. Soft, Wet Surfaces

A test vehicle shall be driven in a zig-zag pattern at a speed not exceeding 15 kph along the full length and width of the runway. Particular attention shall be paid to suspect areas with possibly three passes over these areas. If tyre imprints exceed a depth of 25mm the surface is not suitable for aircraft operations represented by the test vehicle. Experience may prove that for a certain type of aircraft (e.g., an aircraft with small wheels or high tyre pressure) operations are unsafe with a lesser imprint. Testing with a crowbar shall also be done in several places along the runway to ensure that a dry surface crust does not conceal a wet base.

Issued under my hand in Juba on this ^{12th} 12 day of the month of ^{Feb.} in Year 2026.

12 02
~~2 Feb 2026~~



Hon Rizik Zakaria Hassan
Minister of Transport
Republic of South Sudan - Juba