
PROCEDURE FOR NOTIFICATION OF PROPOSED CHANGES TO AERODROME PHYSICAL CHARACTERISTICS, FACILITIES OR EQUIPMENT AND EVALUATION OF THE IMPACT OF THE CHANGES ON SAFETY OF EXISTING OPERATIONS.

1.0 PURPOSE

- 1.1. This Advisory Circular (AC) provides procedures and guidance to be used by an aerodrome operator for the notification of proposed changes to aerodrome physical characteristics, facilities or equipment.
- 1.2. This AC supersedes CAA-AC-AGA012B issued in March 2021.
- 1.3. This AC is effective on 1st June 2024.

2.0 REFERENCES

- 2.1 Civil Aviation (Aerodromes Design and Operations) Regulations,
- 2.2 Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations
- 2.3 Manual of Aerodrome Standards

3.0 GUIDANCE AND PROCEDURES

3.1 Aerodrome Reporting

3.1.1 Introduction

The Kenya Civil Aviation Authority (KCAA) shall be informed in advance of any development proposed at certified, licensed or registered aerodromes. In particular:

- a) Changes in the physical characteristics of the aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, shall not be made without prior approval of the KCAA.
- b) The licensee shall, by the quickest means available, notify KCAA of any material change in the surface of the landing area, or characteristics of obstruction in the approach, take-off or circuit in relation to the aerodrome.

3.1.2 Purpose

The aim of these procedures is to ensure that KCAA and AIS are notified of any changes in the physical condition of the aerodrome and of new obstacles that may affect the safety of aircraft operations.

3.1.3 Responsibilities

The aerodrome operator has overall responsibility for ensuring that procedures are established and resources provided to report changes to aerodrome physical characteristics, the Obstacle Limitation Surfaces, or any other change that may affect the safety of aircraft operations.

The aerodrome operator is responsible for documenting reporting procedures and for advising AIS of permanent changes to aerodrome information. The aerodrome operator is also responsible for advising KCAA of any *significant* changes to aerodrome information that may occur and for implementing the reporting procedures documented in this AC.

The aerodrome operator shall also be responsible for reporting to the ATS the day-to-day serviceability status of the aerodrome and notifying ATS and AIS of temporary changes to published aeronautical information.

3.1.4 Legislation, Standards and Technical References

Regulation 31 (1a) of the Civil Aviation (Aerodromes Design and Operations) Regulations 2021 requires aerodrome operators to notify the KCAA, air traffic control unit and pilots, within specified time limits, information on any inaccuracies in the Aeronautical Information Publications.

Regulation 31 (1b) further requires the aerodrome operator to notify the KCAA, air traffic control unit and pilots, within specified time limits any planned changes to the aerodrome facilities, equipment and level of service. Failure to do so may jeopardize the safety of aircraft operations.

Regulation 31 (1c) also further requires the aerodrome operator to notify the KCAA, air traffic control unit and pilots, within specified time limits issues that may require immediate notification including obstacles, obstructions and hazards, movement areas, levels of service and any other conditions that affect aviation safety at the aerodrome and against which precautions are warranted.

The Kenya AIP, AD Section lists requirements for the publication of permanent aerodrome information, and gives details of what, how and where to report, if there are changes to aerodrome information, serviceability and obstacles. Additional information can be published in the Aerodrome Manuals of each aerodrome.

3.1.5 Reporting Procedures

Any situation that may have an immediate effect on the safety of aircraft operations will be reported in the first instance to Air Traffic Services (ATS) by radio or telephone. Confirmation by NOTAM, if applicable, will follow as soon as possible.

The contact details of the designated ATS Units in Kenya including addresses, telephone, fax and Email are published in the Kenya AIP, GEN 3.3.

For NOTAM action, the contact details of the designated AIS Units in Kenya and the International NOTAM office including addresses, telephone, fax and Email are published in the Kenya AIP, GEN 3.1.

NOTE: Urgent messages conveyed by radio to the Control Tower will be confirmed by phone or fax to the NOF as soon as possible.

In most cases aerodrome conditions or new obstacles that need to be reported immediately will be detected during the daily serviceability inspections. The procedures for these inspections are detailed in Advisory Circular CAA-AC-AGA004C. The results of inspections shall be recorded in a logbook.

All NOTAM action shall be recorded in the NOTAM Logbook that is maintained by the aerodrome operator. This logbook will be made available on request by authorized KCAA officers for audit.

Permanent changes in aerodrome information will be advised directly to KCAA. Changes may be advised by email to ais@kcaa.or.ke.

The aerodrome operator shall also forward significant changes to information to other relevant KCAA's offices. Copies of all amendments to information shall be kept in file. The file will be made available for audit on request by authorized KCAA inspectors.

Note: Contact List and telephone numbers of those persons identified as having responsibility for implementing of these procedures shall be detailed in the aerodrome manual.

3.1.6 NOTAM

NOTAM are used to advise pilots and other persons concerned with flying operations about matters of an urgent nature that may affect the safety of aircraft operations. In relation to an aerodrome this includes temporary changes in published information, unserviceabilities, or newly detected obstacles.

The responsibility to originate a NOTAM for an aerodrome shall be restricted to the Aerodrome Manager, the Airside Safety Manager, the Aerodrome Operations Supervisor, or Operations Officers as listed in the Aerodrome Manual.

NOTAM will be originated in the standard NOTAM format for any of the following circumstances:

- a) A change in the serviceability of the manoeuvring area;
- b) A change in the operational information contained in the Aerodrome Manual and published in the AIP;
- c) Aerodrome works effecting the manoeuvring area or penetrating the OLS;
- d) New obstacles which effect the safety of aircraft operations;
- e) Bird or animal hazards on or in the vicinity of the aerodrome; or.
- f) A change in the availability of aerodrome visual aids, i.e. markers and markings, runway lighting, etc.
- g) Any other change in aerodrome information published in AIP

NOTAM information must be provided in writing. Where urgent advice is given by telephone in the first instance, it must be confirmed in writing as soon as possible.

Aerodrome officer raising a NOTAM must subsequently check the issued NOTAM for accuracy. Normally this is done when the NOF provides a copy of the issued NOTAM as per the request on

the standard NOTAM form. Current NOTAM information may also be obtained through the ATC system.

3.1.7 Incident Reporting

Any significant object found on the movement area such as an aircraft component or bird carcass will be reported.

Aerodromes staff who find aircraft parts will immediately advise ATC. An attempt to identify the aircraft part should be made through various airline engineering sections. ATC may choose to alert the pilot of the aircraft that may have been involved.

Aerodromes operators shall report bird strikes in accordance with the procedures detailed in the Aerodrome Wildlife Hazard Management Programme.

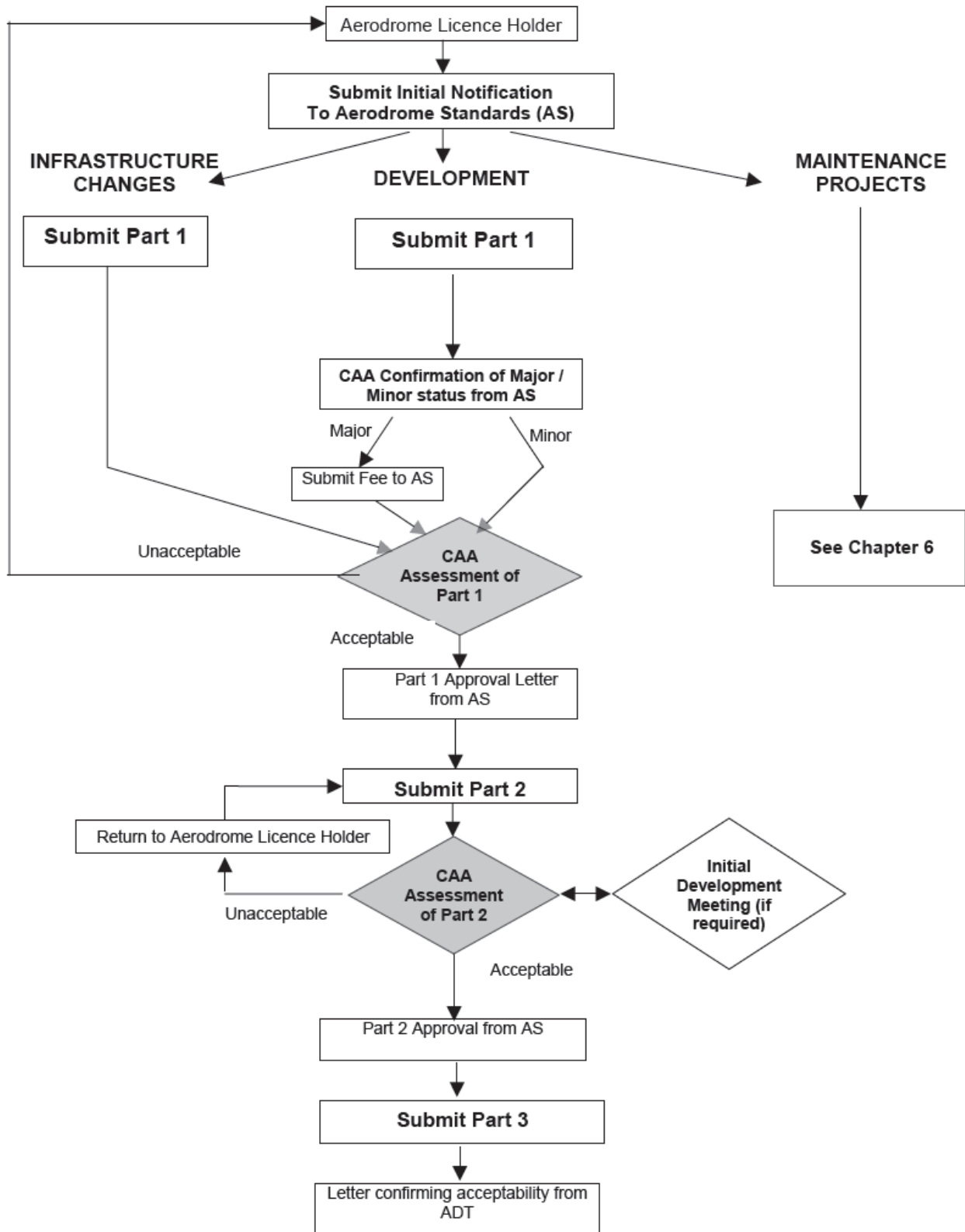
All incidents are to be recorded in the Operational Logbook. Where necessary an additional written Incident Report will be raised.

The Aerodrome Manager or Airside Safety Manager will determine if an Air Safety Incident Report (ASIR) needs to be completed and submitted to Accident Investigation Branch. The Aerodrome Manager will initiate and coordinate internal investigations into aviation incidents of interest to the Aerodrome.

3.1.8 AIP Changes to be promulgated by NOTAM

- a) **Aerodrome Coordinates** - Change exceeds 0.5 nautical miles.
- b) **Aerodrome Elevation - Alterations** in excess of 20 FT for aerodromes with an instrument approach, or 100 FT for other aerodromes.
- c) **Runway Bearing** - Change of 5 degrees or greater
- d) **Pavement Rating** - Any reduction
- e) **Runway or Runway Strip Width** - Any change
- f) **Runway Slope** - Any change
- g) **Runway Surface** - Any change
- h) **Declared Distances** - Any change greater than 10 metre decrease or 30 metre increase
- i) **TODA Gradient** - 0.05% change or greater

SUBMISSION PROCEDURE FLOWCHART



NOTIFICATION OF CHANGES TO THE PHYSICAL CHARACTERISTICS



1. AERODROME DETAILS
Aerodrome Name:
Aerodrome Address:
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Accountable Manager: Name:.....
Tel:.....
Email:
Project Manager: Name:.....
Tel:.....
Email:

2. PROJECT DETAILS
Title of Project:.....
Reason for Change:
Brief Description:
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.....
Planned Commencement Date:
Planned Duration of Work:
Estimated Completion Date:
Aerodrome closed during Work in Progress? YES / NO (<i>Delete as applicable</i>)
Hours of Work:

NOTIFICATION OF CHANGES TO THE PHYSICAL CHARACTERISTICS



3. SUPPORTING DOCUMENTS ATTACHED	
List of Enclosed Documents:	
4. IMPACT ON OBSTACLE LIMITATION SURFACES (OLS)	
Grid Co-ordinates (Northings and Eastings) of Structure:	
Ground height at site location:	
Maximum height of Structure:	
Height of relevant OLS at Site Location:	
5. STRIP CLEARANCES	
Structure(s) outside Runway & Taxiway Strip: YES / NO (<i>Delete as applicable</i>)	
Structure(s) outside Runway Cleared & Graded Area: YES / NO (<i>Delete as applicable</i>)	
If 'No', please provide details below:	
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.....	
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6. FOR RUNWAY EXTENSIONS, DETAILS OF DECLARED DISTANCES	
6.1	TODA: TORA: LDA: ASDA:
	TODA: TORA: LDA: ASDA:
7. RUNWAY STATUS	
7.1	Existing: Non-Instrument/Instrument* (<i>Delete as applicable</i>)
	Proposed: Non-Instrument/Instrument* (<i>Delete as applicable</i>)
	(* For example, ILS / MLS)

3.2 Evaluation of the impact of the changes on safety of existing operations

- 3.2.1 All developments are expected to meet the minimum standards detailed in the Manual of Technical Standards. During the planning process existing variations on the approved standards should be examined to determine whether the variations can be removed or improved as part of the development.
- 3.2.2 However, there may be circumstances when a safety significant development is deemed essential but:
- a) it falls outside the scope of Manual of Aerodrome Standards; or
 - b) the requirements of the Manual of Technical Standards cannot be met; or
 - c) an existing variation cannot be corrected.
- 3.2.3 In these circumstances an assessment of risk, showing clearly that the risk is at a level acceptable to both the aerodrome management and the KCAA will be necessary. Risk assessment and funding of the assessment shall be the responsibility of the aerodrome operator.
- 3.2.4 The type of risk assessment undertaken will vary depending upon the safety criticality of the development. If the possible consequences were a serious accident to an aircraft (significant damage or worse), a full quantitative analysis by risk assessment specialists might be required. However, in many circumstances where the severity of the potential hazards is not great or can be easily mitigated, the risk assessment can be carried out by a small group of local managers using their own experience and specialist knowledge. The Authority can advise which of the two options may be the most appropriate. It should be noted that the submission of a risk or safety assessment does not automatically guarantee approval of a project.
- 3.2.5 Whatever the risk comparator chosen, aerodrome management should be aware that it would be most unwise to begin a development before the KCAA has ensured there are no objections to it.

Civil Aviation Authority