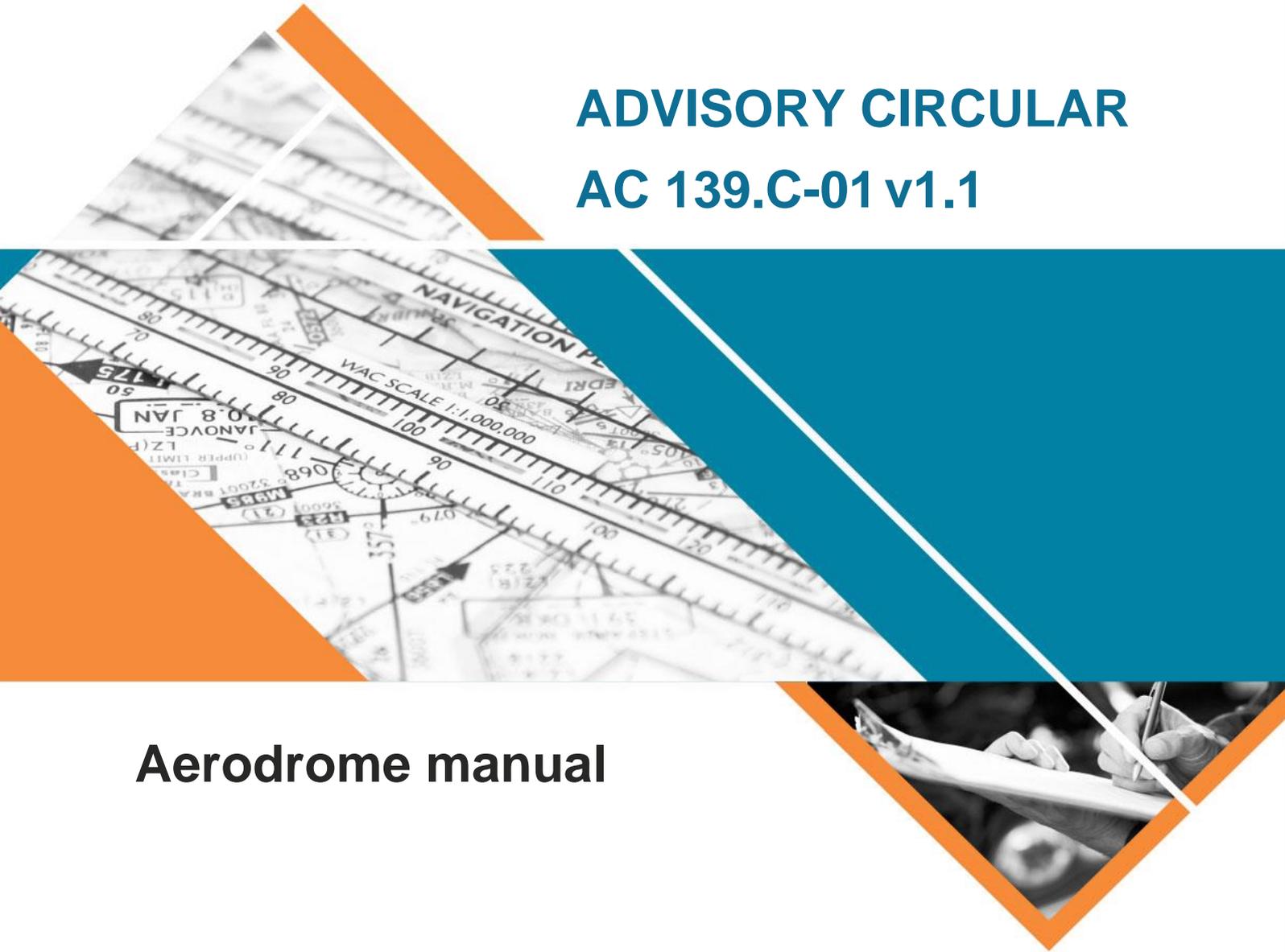




Australian Government
Civil Aviation Safety Authority

ADVISORY CIRCULAR AC 139.C-01 v1.1



Aerodrome manual

Date	July 2023
File ref	D23/309405

Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

Advisory Circulars should always be read in conjunction with the relevant regulations.

Audience

This advisory circular (AC) applies to:

- aerodrome owners/operators
- aerodrome consultants
- the Civil Aviation Safety Authority (CASA).

Purpose

An applicant seeking to certify their aerodrome is required to prepare and submit to CASA an aerodrome manual that satisfies the requirements of the *Civil Aviation Safety Regulations 1998* (CASR) and the Part 139 (Aerodromes) Manual of Standards (MOS).

Once an aerodrome is certified, the aerodrome operator is required to maintain their aerodrome manual as an accurate record of the aerodrome facilities and operating procedures.

This AC provides supplementary guidance on:

- developing an aerodrome manual
- maintaining the accuracy of the aerodrome manual
- accessibility of the aerodrome manual
- promulgating changes to the aerodrome manual
- procedural non-compliance.

For further information

For additional information, contact CASA's Personnel Licensing, Aerodromes and Air Navigation Standards (telephone 131 757).

Unless specified otherwise, all subregulations, regulations, Divisions, Subparts and Parts referenced in this AC are references to the *Civil Aviation Safety Regulations 1998* (CASR).

Status

This version of the AC is approved by the Branch Manager, Flight Standards.

Note: Changes made in the current version are annotated with change bars.

Version	Date	Details
v1.1	July 2023	Editorial changes to highlight a number of additional published Advisory Circulars.
v1.0	May 2020	Initial release of this AC

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1 Reference material

1.1 Acronyms

The acronyms and abbreviations used in this AC are listed in the table below.

Acronym	Description
AC	advisory circular
CAR	<i>Civil Aviation Regulations 1988</i>
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
MAAT	Manual Authoring and Assessment Tool
MOS	<i>Part 139 (Aerodromes) Manual of Standards</i>

1.2 References

Legislation

Legislation is available on the Federal Register of Legislation website <https://www.legislation.gov.au/>

Document	Title
Part 139 of CASR 1998	Aerodromes

Advisory material

CASA's advisory materials are available at <https://www.casa.gov.au/publications-and-resources/guidance-materials>

Document	Title
AC 139.B-01	Applying for an aerodrome certificate
AC 139.B-02	Aerodrome personnel
AC 139.C-04	Aerodrome technical inspections
AC 139.C-05	Aerodrome reporting and validation
AC 139.C-16	Wildlife hazard management at aerodromes
AC 139.C-19	Aerodrome emergency planning
AC 139.C-26	Safety management systems for aerodromes - under development
AC 139.C-27	Risk management plans for aerodromes

2 The aerodrome manual

2.1 Introduction

- 2.1.1 The aerodrome manual is a mandated requirement for obtaining and maintaining aerodrome certification. It is the source document describing how the aerodrome infrastructure and operational procedures, achieve safe operational outcomes. The manual should provide clear and unambiguous operational direction for its intended users.
- 2.1.2 At the time of making an application to certify an aerodrome (refer to AC 139.B-01 *Applying for aerodrome certification*), the applicant is required to submit to CASA a 'proposed' aerodrome manual. The applicant should ensure the manual is consistent with the legislated requirements and the content is specific to their aerodrome and its operation.
- 2.1.3 Post certification, should there be a change to the aerodrome facility or operations, the aerodrome manual is to be updated so that it continues to be an accurate representation of the aerodrome and its operating environment.

2.2 Purpose and scope

- 2.2.1 The aerodrome manual is required to contain, or refer to, all necessary information that enables the safe use, operation and maintenance of the aerodrome, including the obstacle limitation surfaces and any other matters, mandated by the Part 139 (Aerodromes) Manual of Standards (MOS).
- 2.2.2 An effective management structure and a systematic approach to aerodrome operations is essential. The aerodrome manual should describe the organisation and the systems it uses. It is the primary reference document for recording the responsibilities of aerodrome staff, or third parties. Each section should clearly nominate who has responsibility for, and specifically who carries out the tasks described.
- 2.2.3 If responsibilities are attributed to other stakeholders, the aerodrome manual should clearly identify them.

3 Format and control of the manual

3.1 Aerodrome manual format

- 3.1.1 The aerodrome manual is required to be in a format that is conveniently accessible, usable and can be readily updated.
- 3.1.2 Provided all elements required by the Part 139 MOS are captured, the order of the content is discretionary.
- 3.1.3 The manual should be written so that it is easy to read and understand.
- 3.1.4 The manual may be retained in printed form or in an electronic form, or a combination of these, provided it is conveniently accessible and usable by aerodrome personnel. If the manual is retained in electronic form it should be available on portable devices. Electronic information is to be clearly legible on all pages, including drawings and maps.
- 3.1.5 Irrespective of the format chosen, the readability and the accuracy of the aerodrome manual needs to be assured.

3.2 Document control procedures

- 3.2.1 As the aerodrome manual is a 'living' document, document control procedures are of paramount importance.
- 3.2.2 To guard against out-of-date information being in circulation, and to comply with section 10.03 of the Part 139 MOS, the following information is to be visible in the manual:
 - current version number (if a version number is provided)
 - date of release for each section or page.
- 3.2.3 The aerodrome manual should also include a description of its amendment and revision process, specifying:
 - the person(s) who may approve amendments or revisions
 - the methods by which all personnel and organisations are advised of changes to the manual.

3.3 Aerodrome manual controller(s)

- 3.3.1 As required by subsection 10.01(4) of the Part 139 MOS, the aerodrome operator is required to nominate a person, or persons, who are functionally responsible for the aerodrome manual, specifically for:
 - reviewing
 - maintaining
 - amending
 - controlling
 - ensuring compliance with the format, content, retention and amendment provisions.
- 3.3.2 Persons with responsibility for the aerodrome manual are expected to be familiar with the procedures in the manual and the operational safety requirements at the aerodrome.

- 3.3.3 Although ensuring compliance with format, retention and amendment provisions are attributable to the aerodrome manual controller, the accountable manager is ultimately responsible for legislative compliance.

4 Developing an Aerodrome Manual

4.1 Aerodrome manual content

- 4.1.1 Whilst Chapter 11 of the Part 139 MOS is dedicated to information that must be included in the aerodrome manual, there are other matters that may require recording outside of Chapter 11.
- 4.1.2 To assist aerodrome operators CASA has produced a sample aerodrome manual guide and template that identifies all provisions the aerodrome operator should consider including in their aerodrome manual. Section 4.2 below provides further information and instruction.
- 4.1.3 Where a standard in the Part 139 MOS does not apply to the aerodrome, the aerodrome operator is required to maintain a placeholder in their aerodrome manual which records the following information:
- a reference to the relevant Part 139 MOS provision and
 - the term "NOT APPLICABLE" or "N/A".

4.2 Sample aerodrome manual guide and template

- 4.2.1 A sample aerodrome manual guide and template¹ are available on the CASA website.
- 4.2.2 The sample aerodrome manual guide and template have been structured in a logical order and provides clear references to the legislative requirements. Where possible example procedures have been provided as a guide. Alternate provisions which represent the various complexities of the operating environment and the scalable certification structure are also provided. Where procedures are prescriptive there is limited scope to deviate from the mandatory legislative requirements. Aerodrome specific procedures will require tailoring to reflect the uniqueness of the aerodrome's facilities and operations.
- 4.2.3 Aerodrome operators who adopt any of the sample aerodrome manual content should ensure they can demonstrate that they are operating in accordance with those procedures.

4.3 Manual Authoring and Assessment Tool (MAAT)

- 4.3.1 To reduce the administrative burden of producing and updating an aerodrome manual, CASA has developed an electronic Manual Authoring and Assessment Tool (MAAT) for drafting and ongoing manual revision. The MAAT is available as an internet portal.
- 4.3.2 Consistent with the sample manual, the MAAT provides a template that has pre-loaded text and guidance material which requires the aerodrome operator to populate unique information specific to their aerodrome's infrastructure and intended operations.

¹ < <https://www.casa.gov.au/operations-safety-and-travel/aerodromes/aerodrome-operations/creating-aerodrome-operating-manual> >

- 4.3.3 The MAAT is free. To obtain a login the aerodrome operator is required to register via the CASA website.²
- 4.3.4 An online training program is provided which will take approximately 1 hour to complete.
- 4.3.5 Ongoing support for all MAAT users is available either via email at maat@casa.gov.au or by telephoning 131 757 (extension 7311).

4.4 Linking to subsidiary materials, documents, plans etc.

- 4.4.1 Where the Part 139 MOS explicitly states certain information is to be included in the aerodrome manual, the subsidiary material provision does not apply. The inclusion of this information in an Appendix is permissible.
- 4.4.2 Chapter 5 of the Part 139 MOS contains aerodrome information to be published in the AIP and included in the aerodrome manual. This information therefore cannot be considered as subsidiary material.
- 4.4.3 Where other internal plans, manuals, policies, or procedures etc. provide further support to the manual procedures, the aerodrome operator is permitted to adopt these as subsidiary materials. CASA approval is no longer required for these materials to be maintained separate from the manual.
- 4.4.4 Subject to the minimum content requirements stated in Chapter 11 of the Part 139 MOS being met, and although not an exhaustive list, the following documents may be considered as subsidiary materials to the manual:
- Wildlife hazard management plan
 - Safety Management System
 - Risk Management Plan
 - Aerodrome Emergency Plan / emergency response arrangements
 - Low Visibility Procedures
- 4.4.5 Subsidiary materials are to be:
- clearly cross referenced in the aerodrome manual
 - accurately maintained
 - readily accessible
 - reviewed in accordance with the aerodrome manual review requirements, and
 - complied with.
- 4.4.6 When subsidiary materials are first introduced, an amendment to the aerodrome manual, annotating a reference to the subsidiary material(s), is required.
- 4.4.7 Before CASA can accept reference to subsidiary materials, the corresponding aerodrome manual amendment referencing the inclusion of these materials is to be provided to CASA within thirty (30) days of their adoption.
- 4.4.8 There is no mandatory requirement to submit subsidiary materials to CASA however CASA may request in writing, copies of these documents. Where a request in writing by CASA is made, the aerodrome operator is to comply with that request.

² <<https://www.casa.gov.au/regulations-and-policy/webform/contact-maat-coordinator>>

4.5 Accessibility

- 4.5.1 All personnel with responsibilities or duties identified in the aerodrome manual should have access to the aerodrome manual, or to the relevant parts of the aerodrome manual. Access should be provided to all personnel whether or not they are employees of the aerodrome operator.
- 4.5.2 A copy of the aerodrome manual should be retained at the aerodrome. If requested, either in writing or verbally, the aerodrome operator is to provide a copy of the aerodrome manual to CASA for inspection.

4.6 Review and reporting requirements

- 4.6.1 The aerodrome operator is responsible for ensuring the information documented in the aerodrome manual, and any subsidiary materials directly linked to the aerodrome manual, are an accurate representation of the aerodrome and the aerodrome's operating environment.
- 4.6.2 To ensure the aerodrome manual and any subsidiary materials are kept up to date, the aerodrome operator should review the content regularly.
- 4.6.3 The manual should be reviewed whenever there is a change to:
- the Civil Aviation Safety Regulations 1998
 - the Part 139 (Aerodromes) Manual of Standards 2019
 - published aerodrome information
 - operating procedures, including new procedures
 - aerodrome facilities
 - operations that occur at the aerodrome
 - the organisational structure and/or contact details.
- 4.6.4 At a minimum the aerodrome manual is to be reviewed every twelve (12) months, either as part of the:
- aerodrome technical inspection
or
 - aerodrome manual validation.
- 4.6.5 Confirmation, including evidence of the review of the aerodrome manual procedures that is conducted in accordance with the annual technical inspection, is to be provided to CASA within thirty (30) days of the aerodrome operator finalising or receiving the report.
- 4.6.6 Where an aerodrome manual validation is conducted and inconsistencies of the type specified in the Part 139 MOS are identified, a report should be made to CASA within thirty (30) days.
- 4.6.7 The records of each aerodrome manual review conducted as part of the technical inspection, or aerodrome manual validation process, is to be maintained for a minimum of three (3) years.

4.7 Amendments to the manual

- 4.7.1 Where a change to the content of the manual is required, the manual must be amended, and the changes published as soon as practicable.
- 4.7.2 When a change to the manual content is made, the information that has changed in that revision of the manual must be clearly identifiable to the reader.
- 4.7.3 Changed information should be:
- shown in a different format to the unchanged information and include a reference to the date of change
 - or
 - recorded in a table within the manual clearly articulating a written summary of each change and the respective date of each change
 - or
 - clearly visible so that the location, nature of the change, and date of the change are identifiable.
- 4.7.4 The aerodrome operator should ensure that all persons who have responsibilities in the manual are made aware of any relevant changes.
- 4.7.5 Manual amendments are to be provided to CASA within thirty (30) days of the amendment being made. To fulfil their obligations, the aerodrome operator is required to provide CASA with:
- written notification explaining the nature of the change
 - a copy of the changed part of the manual which clearly identifies the information that has changed.

5 Compliance with the Aerodrome Manual

5.1 General

- 5.1.1 Except where a deviation from a procedure is necessary for the safety of aircraft, aircraft operations or individuals using the aerodrome, the aerodrome operator must operate the aerodrome in accordance with the procedures documented in the aerodrome manual.

5.2 Deviation from procedure (non-compliance)

- 5.2.1 Changes to the operational context of the aerodrome may result in procedures that do not address all identified hazards or risks. It is recognised that a deviation from the procedures in the aerodrome manual may be required to address the identified risks.
- 5.2.2 A deviation from the documented procedure may be permitted if a change to the procedure is considered necessary for the safety of aircraft, aircraft operations or individuals using the aerodrome.
- 5.2.3 In the event a deviation from the documented procedure occurs, the aerodrome operator should determine whether the deviation will be required on a permanent basis.
- 5.2.4 If the operational deviation is to be permanent, the aerodrome operator is to amend the aerodrome manual as soon as possible to reflect the procedural change.
- 5.2.5 CASA is to be advised in writing within thirty (30) days of the procedural deviation, irrespective of whether the deviation is temporary or permanent.