



## **SECTION 14**

# **AERODROMES/HELIPORTS**



འབྲུག་གི་བའི་མཐའ་འགྲུལ་དབང་འཛིན།  
བཤེན་དང་བརྒྱུད་འབྲེལ་རྒྱན་ལག། དབུ་མཚན་འབྲུག་གཞུང་།  
BHUTAN CIVIL AVIATION AUTHORITY  
Ministry of Information & Communications  
Royal Government of Bhutan  
Paro : Bhutan



BCAA/Legal/04/2017-2018/94

01/04/2018

### Foreword

In pursuance of the powers granted under section 27 of the Civil Aviation Act of Bhutan 2016, the Board shall approve Rules and Regulations for the effective implementation of the Act. The Board is authorised by the Act under section 28 to issue directives to the Head of the Authority to develop rules and regulations on the matters considered necessary. Therefore, the Chairperson of the Board hereby authorises to carry out necessary revision and publish section 1 to 22 of Bhutan Air Navigation Regulations.

The operators and personnel's holding certificates/approvals issued prior to 1st January 2018 shall comply with the old regulation until 31st October 2018.

This regulation shall come into effect from 30th April 2018.

(Pemba Wangchuk)  
Chairman of the Board  
Bhutan Civil Aviation Authority

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**14.1 GENERAL**

**14.1.1 Applicability**

These Regulations shall apply to land aerodromes that serve air transport operations of domestic and/or international air operators.

**14.1.2 Use of aerodromes**

An aircraft shall not take off or land at any place in Bhutan unless:

- a) The place has been certified as an aerodrome under these regulations or
- b) The use of the place is specifically or generally authorized by the Director General;
- c) The aircraft is of a type authorized under this authorization to land and take off from the place, and
- d) The aircraft is engaged in operation of a class specified by Director General in the instrument of authorization for that place and unless the aircraft complies with any conditions subject to which the aerodrome may have been certified subject to which the place may have been authorized.

**14.1.3 Control of Aerodromes.**

All aerodromes and heliports within the Kingdom of Bhutan shall be operated and controlled by the Bhutan Civil Aviation Authority (BCAA).

**14.1.4 Use for Public Transport and Flying Instruction.**

An aircraft or helicopter used for Public Transport or Flying Instruction shall not take-off or land at a place in Bhutan other than at a Government aerodrome or heliport notified as available for take-off or landing of such an aircraft, and in accordance with such conditions as have been notified as specific to that activity.

**14.1.5 Dangerous lights**

14.1.5.1 A person shall not exhibit in Bhutan any light which;

- a) by reason of its glare is liable to endanger aircraft taking off from or landing at an aerodrome; or
- b) by reason of its liability to be mistaken for an aeronautical ground light is liable to endanger aircraft.

14.1.5.2 If any light is identified by the Department of Civil Aviation as being such a light as described in 14.1.5 the Director General may cause a notice to be served upon the person having charge of the light, directing that person to take such steps as may be specified in the notice for removing, extinguishing or screening the light and for

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preventing in the future exhibiting of any other light which may similarly endanger aircraft.

**14.1.6 Aviation Fuel**

**14.1.6 Aviation fuel installation**

14.1.6.1 An Aviation fuel installation means any apparatus or container, including a vehicle, designed, manufactured or adapted for the delivery of fuel to an aircraft.

14.1.6.2 A person who has the management of any aviation fuel installation on an aerodrome or heliport in Bhutan shall not cause or permit any fuel to be delivered to that installation or from it to an aircraft unless-

- a) when the aviation fuel is delivered into the installation he is satisfied that-
  - i. the installation is capable of storing and dispensing the fuel so as not to render it unfit for use in aircraft;
  - ii. the installation is marked in a manner appropriate to the grade of the fuel stored or if different grades are stored in different parts each part is so marked; and
  - iii. in case of a delivery into the installation or part thereof from a vehicle, the fuel has been sampled and is of a grade appropriate to the installation or that part of the installation as the case may be and is fit for use in aircraft.
- b) when any aviation fuel is dispensed from the installation he is satisfied as a result of sampling that the fuel is fit for use in aircraft; Provided that this paragraph shall not apply in respect of fuel which has been removed from an aircraft and it is intended for use in another aircraft operator by the same operator as the aircraft from which it has been removed.

14.1.6.3 A person to whom 14.1.6.6 applies shall keep a written record in respect of each installation of which he has the management, which record shall include-

- a) particulars of the grade and quantity of aviation fuel delivered and the date of delivery;
- b) particulars of all the samples taken of the aviation fuel and of the results of tests of those samples;
- c) particulars of the maintenance and cleaning of the installation;

14.1.6.4 Records as required by 14.1.6.3 shall be preserved for a period of 12 months or such longer period as the Director General may in a particular case direct and shall,

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within a reasonable time after being requested to do so by an authorized person, be produced to that person.

- 14.1.65 A person shall not cause or permit any aviation fuel to be dispensed for use in an aircraft if he knows or has reason to believe that the aviation fuel is not fit for use in aircraft.
- 14.1.66 If it appears to the Bhutan Civil Aviation Authority or an authorized person that any aviation fuel is intended or likely to be delivered in contravention of any provision of this paragraph, the Director General or the authorized person may direct the person having the management of the installation not to permit aviation fuel to be dispensed from that installation until the direction has been revoked.

## **14.2 AERODROME STANDARDS**

- 14.2.1 Any reference to standards, in these regulations of Section 14, Volume I, is a reference to the Bhutan Aerodrome Standards as amended from time to time.
- 14.2.2 Aerodrome operators shall comply with standards that are required by the Bhutan Aerodrome Standards as appropriate to the operations conducted at the aerodrome and the requirements for the aircraft using the aerodrome. Aerodrome operators shall also ensure to conform with ICAO Annex 14, Volume I - Aerodrome Design and Operations. Where requirements conflict, Bhutan Aerodrome Standards shall take precedence.

## **14.3 AERODROME CERTIFICATION**

### **14.3.1 Requirement of an aerodrome certificate:**

- a) The operator of an aerodrome intended for public use shall be in possession of an Aerodrome Certificate;
- b) An Aerodrome Certificate is required if the passenger-seating capacity of the aircraft employed in the operation exceeds 20 seats; and
- c) The operator of an aerodrome for which an aerodrome certificate is not required may nevertheless apply for an aerodrome certificate.

### **14.3.2 Application for an aerodrome certificate**

- a) An applicant shall apply to the Director General for an aerodrome certificate authorizing the applicant to operate an aerodrome at the place specified in the application.
- b) The application shall be in the form prescribed by the BCAA and shall include the Aerodrome Manual for the aerodrome.

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**14.3.3 Grant of an aerodrome certificate**

- a) Subject to the provisions in regulation 14.3.3 (b) and 14.3.4, the Director General may approve the application and the aerodrome manual submitted under regulation 14.3.2 and grant an aerodrome certificate to the applicant.
- b) Before granting an aerodrome certificate, the following requirements must be fulfilled:
  - i. The aerodrome operator staff have the necessary competence and experience to operate and maintain the aerodrome properly ;
  - ii. The aerodrome manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;
  - iii. The aerodrome facilities, services and equipment are in accordance with the standards and practices specified by the BCAA;
  - iv. The aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
  - v. An acceptable Safety Management System in place at the aerodrome ;

**14.3.4 Refusal to grant an Aerodrome Certificate**

If the Director General refuses to grant an Aerodrome Certificate, the Director General shall provide the applicant with a written notice of the refusal stating the reasons not later than 14 days after the refusal to grant the certificate.

**14.3.5 Endorsement of conditions**

- a) The Director General may grant an aerodrome certificate subject to any conditions necessary in the interests of safety.
- b) The Director General shall give an applicant a written notice of the reasons for any conditions applied to the certificate.
- c) A condition must be set out in an endorsement on the certificate or otherwise notified in writing to the certificate holder.

**14.3.6 Duration of an Aerodrome Certificate**

An Aerodrome Certificate shall remain in force until it is suspended/cancelled or revoked.

**14.3.7 Surrender of an Aerodrome Certificate**

- a) An Aerodrome Certificate holder should give the Director General not less than 60 days written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.

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- b) The Director General shall cancel the certificate on the date specified in the notice.

**14.3.8 Cancellation/Suspension or Revocation of an Aerodrome Certificate**

- a) The Director General may suspend/cancel or revoke an Aerodrome Certificate if there are reasonable grounds for believing that:
- i. A condition to which the certificate was subject has been breached; or
  - ii. The aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.
- b) Before suspending or canceling an aerodrome certificate, the Director General must give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show because, in writing and within a reasonable period, why the certificate should not be suspended or cancelled.
- c) The Director General shall take into account any reasons the holder provides within the time allowed prior to making a decision about suspension or cancellation.
- d) Notice of suspension or cancellation has effect on the day it is served on the Aerodrome Certificate Holder.

**14.3.9 Transfer of an aerodrome certificate.**

An aerodrome certificate is non transferable.

**14.3.10 Responsibility of identifying aerodromes that are required to be certified.**

The Department of Air Transport (DoAT) shall be responsible for identifying aerodromes that are required to be certified by BCAA.

**14.3.11 Promulgation in the AIP of the certified status of the aerodrome**

Upon satisfactory completion of the certification process, the Department of Air Transport (DoAT) shall publish in AIP the information about the aerodrome including exemptions as may be applicable.

**14.3.12 Renewal of Aerodrome certificate**

The Department of Air Transport (DoAT) shall renew the Aerodrome certificate through Director General, BCAA in the event of leasing out Aerodrome operations to private parties.

**14.3.13 Amendment to an Aerodrome Certificate**

The Department of Air Transport (DoAT) shall amend the Aerodrome certificate through

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Director General, BCAA when there is a change in the ownership or management structure, a

Change in the use, operation or boundaries, facilities, equipment of the aerodrome or if the aerodrome operator requests an amendment

#### **14.3.14 Interim Aerodrome Certificate**

- a) The Director General may issue an interim certificate to the applicant authorizing the applicant to operate an aerodrome. 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.
- c) An interim aerodrome certificate issued shall expire on the date on which the aerodrome certificate is issued; or the expiry date specified in the interim aerodrome certificate; whichever is earlier.
- d) The regulation applied to an interim aerodrome certificate is same as it is applied to an aerodrome certificate.

#### **14.4 AERODROME MANUAL**

##### **14.4.1 Preparation of an Aerodrome Manual**

- a) The operator of a certified aerodrome shall have a Manual, to be known as the Aerodrome Manual for the aerodrome.
- b) The Aerodrome Manual shall:
  - i. be type written or printed and signed by the aerodrome operator;
  - ii. be in a format that is easy to revise;
  - iii. have a system for recording the currency of page and amendments, thereto, and should include a page for logging revisions-; and
  - iv. be organized in a manner that will facilitate the preparation and review processes.

##### **14.4.2 Location of an Aerodrome Manual**

- a) The aerodrome operator shall provide the Director General with a complete and current copy of the Aerodrome Manual.
- b) The airport manager shall keep one complete and current copy of the Aerodrome Manual at his office and one each copy shall be distributed to all divisions and other operators that have part in providing services and maintenance of the facilities at the aerodrome.



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- c) The operator of a certificated aerodrome shall keep the copies of the Aerodrome Manual referred to in sub-regulation 14.4.2 (b) above in a printed form.
- d) Other copies of the manual may be held in an electronic form

**14.4.3 Information to be included in the Aerodrome Manual**

- a) The operator of a certified aerodrome must include the following particulars in an aerodrome manual, to the extent that they are applicable to the aerodrome, under the following parts:

1. General information including –

- a) purpose and scope of the aerodrome manual;
- b) the legal requirement for an aerodrome certificate and an aerodrome manual;
- 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

2. Particulars of the aerodrome site

- a) a plan of the aerodrome showing the main aerodrome facilities 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 town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- d) Titles to properties associated with the aerodrome site, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

3. Information required to be reported in aeronautical information publication (AIP)

- 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 and geoid undulation;
- e) the aerodrome reference temperature;
- f) details of the aerodrome beacon; and
- g) the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.
- h) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway.

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**4.** The aerodrome operating procedures.

**5.** Details of the aerodrome administration and the safety management system

- b) If the Director General exempts the aerodrome operator under regulation 14. 6 from complying with any requirement set out in regulation 14.3.3(b), the Aerodrome Manual must show the identifying number given to that exemption by the Director General and the date the exemption came into effect, and any condition(s)/procedures subject to which the exemption was granted.
- c) If a particular is not included in the Bhutan Aerodrome Standards Manual because it is not applicable to the aerodrome, the aerodrome operator shall state in the manual:
  - i. that the particular is not applicable; and
  - ii. the reason for non-applicability.

#### **14.4.4 Revision and amendment or variation of information of Aerodrome Manual**

- a) The operator of a certified aerodrome shall alter or amend the Aerodrome Manual, whenever necessary, in order to maintain the accuracy of the manual.
- b) To maintain the accuracy of the Aerodrome Manual, the Director General may issue written directions to the aerodrome operator to alter or amend the manual in accordance with the direction.

#### **14.4.5 Notification of changes**

An aerodrome operator shall notify the Director General as soon as practicable, of any alterations that the operator wishes to make to the Aerodrome Manual.

#### **14.4.6 Director General's acceptance of the Aerodrome Manual**

The Director General shall accept the Aerodrome Manual and any amendments, thereto, provided these meet the requirements of this regulation.

### **14.5 OBLIGATIONS OF THE AERODROME OPERATOR**

#### **14.5.1 Compliance with standards**

- a) The aerodrome operator shall comply with the standards specified in Regulation 14.3.3 and with any conditions endorsed in the certificate pursuant to regulations 14.3.5(a) and 14.5.22.
- b) The operator of a certified aerodrome must ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.
- c) The operator of a certified aerodrome must ensure that they have established the Runway safety team as per requirement.

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- d) Aerodrome operator shall determine pavement bearing strength including information concerning the capability to remove disabled aircraft from the maneuvering areas.
- e) Aerodrome operator shall conduct necessary aeronautical study and risk assessment where the aerodrome is unable to meet requirements and need to identify alternative means to achieve an equivalent level of safety.
- f) Aerodrome operator shall conduct necessary study and assess presence of wildlife (birds and animals) on and in the aerodrome vicinity of aerodrome which can pose serious threat to aircraft operational safety including assessment, recording and reporting of wildlife strike on aircraft.
- g) Aerodrome operator shall determine and define an aerodrome reference code, determined in accordance with the characteristics of the aeroplane for which an aerodrome facility is intended, to be used for planning purposes.
- h) Aerodrome operator shall establish aerodrome visual aids for navigation including indicators and markings and denoting restricted use areas.
- i) Aerodrome operator shall determine runway friction characteristics at regular interval including defining the minimum maintenance level.
- j) The aerodrome operator's division responsible for the provision of aeronautical information/data to the aeronautical information service shall ensure accuracy and integrity requirements necessary to meet the needs of the end-user of aeronautical data.

#### **14.5.2 Competence of operational and maintenance personnel**

- a) The aerodrome operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the aerodrome operation and maintenance processes.
- b) Where DG has prescribed competency certification requirement for personnel referred to in regulation 14.5.2(a), the aerodrome operator shall only allow those persons possessing such certificates.
- c) The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in regulation 14.5.2(a).
- d) When service is allocated to other qualified entities other than aerodrome operator. In such case, the aerodrome operator shall establish a documented agreement with the qualified entity, which clearly defines:
  - i) the service to be performed
  - ii) the technical conditions and competence to be met in providing such services

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#### **14.5.3 Aerodrome manual controller**

The operator of a certified aerodrome shall appoint an aerodrome manual controller. The functions of the aerodrome manual controller are to ensure that:

- a) a distribution record is maintained for the holder of each copy, in whole or in part, of the manual; and
- b) updates of the manual are provided appropriately to all holders.

#### **14.5.4 Works safety officer for aerodrome works other than time-limited works**

- (a) If aerodrome works (other than time-limited works) are being carried out at a certified aerodrome, the operator of the aerodrome shall appoint one or more persons as works safety officers for the aerodrome works.
- (b) The function of a works safety officer is to ensure aerodrome safety while the aerodrome works are being carried out.

#### **14.5.5 Works safety officer for time-limited works**

If time-limited works are being carried out at a certified aerodrome, the operator of the aerodrome shall ensure that a person who has been trained to perform the function of a works safety officer performs that function for those works.

#### **14.5.6 Aerodrome safety officer/manager**

The operator of the certified aerodrome shall appoint an aerodrome safety officer/manager, responsible for providing guidance and direction for the operation of the aerodrome safety management system.

#### **14.5.7 Coordination with other service providers both within and outside aerodrome operator's organization**

- a) The aerodrome operator shall coordinate with ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome.
- b) The coordination shall cover other areas related to safety such as aeronautical information services, designated meteorological authorities, security. Aerodrome maintenance division, airlines, RFFs and ANSP.

#### **14.5.8 Physical characteristics of the movement area**

The operator of a certified aerodrome shall ensure that the physical characteristics of the movement area comply with the standards and recommended practices set out in the Bhutan Aerodrome Standards.

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**14.5.9 Obstacle limitation surfaces**

An aerodrome operator shall ensure that obstacle limitation surfaces are established for the aerodrome in accordance with the standards set out in the Bhutan Aerodrome Standards.

**14.5.10 Visual aids for navigation**

An aerodrome operator shall ensure that visual aids for navigation of aircraft are established for the aerodrome in accordance with the standards set out in the Bhutan Aerodrome Standards.

**14.5.11 Visual aids for denoting obstacles and restricted use areas**

An aerodrome operator shall ensure that visual aids for denoting obstacles and restricted use areas at the aerodrome are provided in accordance with the standards set out in the Bhutan Aerodrome Standards.

**14.5.12 Electrical systems**

An aerodrome operator shall ensure that electrical power supply systems for air navigation facilities, its system design and monitoring at the aerodrome are carried out in accordance with the standards set out in the Bhutan Aerodrome Standards.

An aerodrome operator shall ensure the following:

- a) adequate primary power supply is available
- b) the switch-over time meets the requirements
- c) when required, a secondary power supply is available
- d) the air traffic service (ATS) has feedback on the status of ground aids when required

**14.5.13 Aerodrome emergency plan**

The operator of a certified aerodrome shall establish an aerodrome emergency committee and prepare an aerodrome emergency plan in accordance with requirements specified in the Bhutan Aerodrome Standards. The Aerodrome emergency Plan shall provide for the coordination of the actions to be taken in an emergency occurring at an aerodrome or in its vicinity. The emergencies are:

- i. Aircraft emergencies,
- ii. sabotage including bomb threats,
- iii. unlawful seized aircraft,
- iv. dangerous goods occurrences,

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- v. building fires,
- vi. natural disaster and
- vii. public health emergencies.

#### **14.5.14 Rescue and Fire fighting**

The operator of a certified aerodrome shall employ adequate trained personnel, provide necessary equipment and facilities to establish rescue and fire fighting services at the aerodrome in accordance with requirements specified in Bhutan Aerodrome Standards.

#### **14.5.15 Aerodrome serviceability inspections**

- a) An aerodrome operator shall conduct serviceability inspection to ensure that it is safe for aircraft operations.
- b) The aerodrome operators shall carry out aerodrome serviceability inspections:
  - i. on each day before each operation at the aerodrome; or
  - ii. in any other case - at least twice a week.
- c) The inspection must comply with all applicable standards for aerodrome serviceability inspections set out in the Bhutan Aerodrome Standards and shall ensure serviceability inspections are recorded in the Airport Maintenance and Trigger List form (DoAT/Form/ 001 and 001.1/) on annexure I and Annexure II of the aerodrome manual.

#### **14.5.16 Aerodrome technical inspections**

- a) An aerodrome technical inspections shall be carried out on aerodrome facilities to ensure that any deterioration that could make a facility unsafe for aircraft operations are detected.
- b) Aerodrome operators shall carry out technical inspection of aerodrome facilities, equipment and services at regular intervals not exceeding 12 months by a person or persons with appropriate technical qualifications and experience.
- c) The inspection must comply with all applicable standards for aerodrome technical inspections set out in the Bhutan Aerodrome Standards and mitigation measures are taken as necessary.

#### **14.5.17 Special Inspections**

An aerodrome operator shall inspect or arrange for inspection of an aerodrome, as the circumstances require, to ensure aviation safety:

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- i. as soon as practicable, after an aircraft accident or incident within the meaning of these terms defined in ICAO Annex 13 and the States notification procedure for notifying incidents and accidents.
- ii. during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- iii. at any other time when there are conditions at the aerodrome that could affect aviation safety.

#### **14.5.18 Planning and execution of aerodrome works**

- a) The operator of a certified aerodrome shall ensure that any aerodrome works at the aerodrome are carried out in a way that does not create a hazard to aircraft, or confusion to pilots.
- b) The operator shall comply with the requirements of Aerodrome Standards in relation to planning and notice requirements that must be satisfied before aerodrome works may be carried out.

#### **14.4.19 Aerodrome operation and maintenance**

- a) Subject to any directions that the Director General may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual.
- b) To ensure the safety of aircraft, the Director General may give written directions to an aerodrome operator to alter the procedures set out in the Aerodrome Manual.
- c) The aerodrome operator shall ensure that proper and efficient maintenance of the aerodrome facilities are being carried out.

#### **14.5.20 Notifying and reporting**

- a) An aerodrome operator shall adhere to the requirements of notifying and reporting, within the specified time limits, to the Director General, air traffic control and pilots, as required in these regulations.
- b) Notification of inaccuracies in Aerodrome Information Service (AIS) publications. An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notice to Airmen (NOTAMS), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the AIS on receipt, thereof, and immediately after such reviews, notify AIS of any inaccurate information contained, therein, that pertains to the aerodrome.
- c) Notification of changes in aerodrome facilities, equipment, aircraft, management and level of service planned in advance:

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An aerodrome operator shall notify AIS and the Director General in writing at least 60 days before any change to an aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to effect the accuracy of the information contained in any AIS publication referred to in regulation 14.5.20(b).

The aerodrome operator shall undertake aeronautical studies and risk assessment to determine the site-specific need for services and identify and recommend a course of action.

d) Issues requiring immediate notification:

Subject to the requirements of regulation 14.5.20(e), an aerodrome operator shall give to AIS and cause to be received at air traffic control and the flight operations unit, immediate notice giving details of any of the following circumstances of which the operator has the knowledge:

i. Obstacles, obstructions and hazards:

- any projections by an object through an obstacle limitation surface relating to the aerodrome; and
- the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;

ii. level of service:

- reduction in the level of service at the aerodrome set out in AIS publications referred to in regulation 14.4.20(b).

iii. movement area:

- closure of any part of the movement area of the aerodrome; and

iv. any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

e) Immediate notification to pilots:

When it is not feasible for an aerodrome operator to cause notice of a circumstance referred to in 14.4.20(d) to be received at the air traffic control or a flight operations unit in accordance with that regulation, the operator must give immediate notice directly to the pilot who may be affected by that circumstance.

**14.5.21 Removal of obstruction from aerodrome surface**

An aerodrome operator shall remove, or arrange for the removal of, other obstructions from the surface of the aerodrome or any vehicle that is likely to be hazardous.



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**14.5.22 Warning notices**

Where low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

- i. post notices warning of the hazard on any public way that is adjacent to the maneuvering area; or
- ii. if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

**14.5.23 Access to aerodrome**

- a) Personnel authorized by the Director General may inspect and carry out tests/audits on the aerodrome facilities, services and equipment, inspect aerodrome operator's documents and records, and verify the aerodrome operator's safety management system before the aerodrome certificate is granted or renewed and subsequently, at any other time, for the purpose of ensuring safety and order at the aerodrome.
- b) An aerodrome operator shall, at the request of the person referred to in regulation 14.5.23(a), allow access to any part of the aerodrome or, any aerodrome facility, including equipment, records, documents and operator's personnel for the purpose referred to in regulation 14.5.23(a).
- c) The aerodrome operator shall co-operate in conducting the activities referred to in sub-section 14.5.23(a).

**14.5.24 Aerodrome operator's safety management system**

- a) The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
- b) The aerodrome operator shall oblige all the users of the aerodrome including aircraft operators and which 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 and order at the aerodrome, and shall monitor such compliance.
- c) The aerodrome operator shall oblige all the users of the aerodrome including aircraft operator and organizations referred to in regulation 14.5.24(b) to cooperate in the programme to promote safety and order at, and the safe use of, the aerodrome by immediately informing it of the accidents, incidents, defects and faults which have bearing on safety.
- d) The aerodrome operator shall establish the runway safety team specifying the roles and responsibilities of each team.

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- e) The runway safety team shall comprise of representatives from the following disciplines:
  - i. Airport manager of the aerodrome operator
  - ii. SMS manager of the aerodrome operator
  - iii. Airline operators
  - iv. ATC
  - v. Aerodrome engineer

#### **14.5.25 Aerodrome operator's internal safety audits and safety reporting**

- a) The aerodrome operator shall arrange for an audit of the safety management system including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange an external audit and inspection programme for evaluation of other users including fixed-base operators and organizations working at the aerodrome referred to in regulation 14.5.24(b).
- b) The audits referred to in regulation 14.5.25(a) shall be carried out every 12 months or less, as agreed with the Director, DoAT.
- c) The aerodrome operator shall ensure that the audit reports including the report on the aerodrome facilities, services and equipment are prepared by suitably qualified safety experts.
- d) The aerodrome operator shall retain a copy of the report(s) referred to in regulation 14.5.25(c) for a period of two years. The Head of the Authority may request for a copy of the report(s) for its review/reference.
- e) The reports referred to in regulation 14.5.25(c) must be prepared and signed by the persons who carried out the audit and inspection.

#### **14.6 Exemptions**

- 14.6.1 The Director General may exempt, in writing, an aerodrome operator from compliance with specified provisions of these regulations.
- 14.6.2 Before Director General decides to exempt the aerodrome operator; the Director General shall take into account all the relevant considerations relating to the interest of safety must be taken into account.
- 14.6.3 An exemption is subject to the aerodrome operator complying with the conditions/procedures specified by the Director General in the aerodrome certificate as being necessary in the interests of safety.
- 14.6.4 Where an aerodrome does not meet the requirement of a standard specified in 14.2.2, the Director General may determine, after carrying out aeronautical studies, such conditions and procedures relating to the standards as are necessary to ensure a level of safety equivalent to that established by the standard.

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14.6.5 The deviation from a standard and the conditions and procedures referred to in 14.3.5 shall be set out in an endorsement on the aerodrome certificate or otherwise in writing. If an exemption is provided otherwise in writing it shall be incorporated in the aerodrome manual.

14.6.6 All the exemptions issued must be in line with Exemption Policy and Procedure Manual 2018.

#### **14.7 Categorization of finding**

Whenever aerodrome certification audit and continued aerodrome safety oversight surveillance audits and Inspections are carried out by the aerodrome regulatory, the findings shall be classified as level 1,2,3 depending on the degree of non-compliance to regulation, standards, procedure manuals and guidance materials.

##### **Level 1 Finding**

*a) Level 1 findings are those which pose a hazard to aircraft operational safety or which contravenes a legal requirement or which lowers safety standards. This non-compliance might be with the:*

- ✓ applicable provisions of the Civil Aviation Act
- ✓ Bhutan Air Navigation Regulations section 14
- ✓ Bhutan Aerodrome Standards
- ✓ Conditions of an existing aerodrome certificate
- ✓ The aerodrome operator's manual.

The audit team leader shall exercise sound judgment and seek aerodrome operator's concurrence prior to formally assigning Level 1 finding.

##### ***Consequence***

b) ***Aerodrome Certification Verification Audit for aerodromes not yet in operation:*** This category of finding, if not rectified by the aerodrome operator will result in restrictive conditions on the proposed aerodrome certificate or result in the refusal to grant an aerodrome certificate or suspension of aerodrome certificate.

c) ***Aerodrome Certification Verification Audit for operating aerodromes or Periodic Surveillance Audits:*** This category requires immediate corrective or containment action by the aerodrome operator, failure of which shall result in limitation or suspension of operations as well as limitation, suspension revocation of any existing aerodrome certificate.

##### ***Timeframe for Corrective Actions***

d) Depending on the seriousness of the finding, its impact on the safety and if necessary a risk assessment by the audit, the auditor may give the aerodrome operator, up to seven days to provide the appropriate corrective action plan.

e) Where a particular Level 1 finding requires an immediate action, such as grounding an aircraft, the auditor shall notify verbally, followed by email to the organisation pending formal notification from the BCAA.

f) However, some corrective actions may require a longer time than the time set by the auditor. It is up to the auditor to extend the timeline based on the corrective action plan provided by the aerodrome operator.

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***Other Considerations***

g) If the Level 1 is confirmed, the auditor shall decide if the situation require enforcement action in the case of violation against Civil Aviation Act and Bhutan Air Navigation Regulations section 14, demonstration of gross negligence, incompetence, or evidence of wilful act, sabotage, failure to give the BCAA auditors access to the aerodrome operator's facilities or record, falsification of documentary evidence, malpractice or fraudulent use of the aerodrome certificate or absence of an accountable manager.

**Level 2 Finding**

***a) A Level 2 finding non-compliance with Bhutan Air Navigation Regulations section 14 or Bhutan Aerodrome Standards or a finding against the aerodrome operator's procedures, which could possibly hazard the aircraft operational safety or which could lower safety standards.***

***Consequence***

b) ***Certification Verification Audit for aerodromes not yet in operation:*** This category of finding, if not rectified by the aerodrome operator, must be supported by a corrective action plan which remediates the deficiency and is acceptable to the BCAA.

***Time Frame for Corrective Action***

c) For Level 2 finding, the auditor, based on his/her judgment, may grant thirty (30) days for the corrective actions to be implemented. However, it is up to the auditor to extend the timeline based on the corrective action plan provided by the aerodrome operator.

***Other Considerations***

d) Repeated or multiple Level 2 findings in a particular area could be an indication of deterioration of the aerodrome operator's standards and controls. In this case the auditor may decide to raise it to Level 1 and potentially place a restriction on operations.

**Level 3 Finding**

***a) A level 3 finding is an observations or recommendation to improve safety standards and/or achieve a better practice by addressing:***

- ✓ opportunities for improvements; or
- ✓ deficiencies that may lead to potential findings

***Timeframe for Corrective Actions***

b) For Level 3, the auditor may grant up to three months for the corrective actions to be implemented however, not all Level 3 finding will necessarily warrant corrective actions and therefore may be closed based on the aerodrome operator's acknowledgement.

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***Other Considerations***

- c) It is important when reviewing non-compliances to ensure that the statements made are factual, supported by objective evidence and are clear, concise and understandable. If there is any doubt as to the ability to support the conclusion made, then the finding shall be discarded.
- d) In addition to the above, the auditor shall always analyse the audit report and establish the following before presenting the final report:
- ✓ Is the deficiency an isolated error or a system breakdown?
  - ✓ Is the aerodrome operator already aware of the problem?
  - ✓ Has the deficiency been reported during previous audits?
  - ✓ Can the corrective action rectify the problem before the report is prepared? If this is the case, it shall still be raised as a finding.