

# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

N\$13.80

WINDHOEK - 9 August 2002

No.2786

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## General Notices

### MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 164

2002

#### PROPOSED CIVIL AVIATION TECHNICAL STANDARDS NAM-CAT-OPS 100 "OPERATION OF GYROPLANES"

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum standards prescribed by the International Civil Aviation Organization.

In this regard the legislative reform process involves the updating of the regulations made under the Aviation Act (Act No. 74 of 1962). It also involves the issuing Technical Standards by the Director of Civil Aviation.

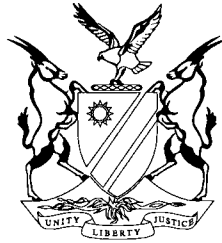
The Technical Standard proposed in this General Notice is one of thirty four (34) technical standards associated with the Namibian Civil Aviation Regulations, 2001.

Pursuant to the provisions of regulation 11.03.2 the Director: Civil Aviation hereby invites all interested parties to comment on the proposed NAM-CAT-OPS 100 "Operation of gyroplanes."

Comments or representations should be lodged in writing and should reach the Ministry no later than 30 days from the date of publication of this notice. Correspondence should be addressed to:

Mr .L. Makanza  
No. 4 Rudolph Hertzog Street  
WINDHOEK, NAMIBIA

Tel: (061) 245590  
Fax: (061) 248641



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-OPS 100  
(OPERATION OF GYROPLANES)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO THE OPERATION OF GYROPLANES**

### **1. GENERAL**

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has,0 pursuant to the empowerment mentioned above, on 1<sup>st</sup> March 2002 issued technical standards relating to the operation of gyroplanes to be known as Document NAM-CATS-OPS 100.

### **2. PURPOSE**

Document NAM-CATS-OPS 100 contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of the operation of gyroplanes.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 1999, for example, technical standard 100.02.5 refers to regulation 5 of Subpart 02 of Part 100 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation.

The abbreviation "TS" refers to any technical standard.

### **3. SCHEDULES AND NOTES**

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

**LIST OF TECHNICAL STANDARDS****100.02.5 EQUIPMENT****1. Equipment**

The gyroplane must be equipped with -

- (1) a seat with an approved safety belt for each person on board;
- (2) an airspeed indicator;
- (3) an altimeter;
- (4) a magnetic compass; and
- (5) in the case of an operation over water beyond gliding distance from a safe alighting area, one lifejacket or individual flotation device for each person on board.

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**MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**

No. 165

2002

**PROPOSED CIVIL AVIATION TECHNICAL STANDARDS  
NAM-CAT-OPS 102 "OPERATION OF FREE BALLOONS AND AIRSHIPS"**

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum standards prescribed by the International Civil Aviation Organization.

In this regard the legislative reform process involves the updating of the regulations made under the Aviation Act (Act No. 74 of 1962). It also involves the issuing Technical Standards by the Director of Civil Aviation.

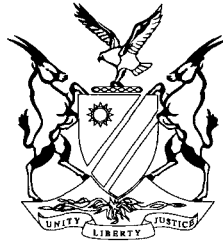
The Technical Standard proposed in this General Notice is one of thirty four (34) technical standards associated with the Namibian Civil Aviation Regulations, 2001.

Pursuant to the provisions of regulation 11.03.2 the Director: Civil Aviation hereby invites all interested parties to comment on the proposed NAM-CAT-OPS 102 "Operation of free balloons and airships".

Comments or representations should be lodged in writing and should reach the Ministry no later than 30 days from the date of publication of this notice. Correspondence should be addressed to:

Mr .L. Makanza  
No. 4 Rudolph Hertzog Street  
WINDHOEK, NAMIBIA

Tel: (061) 245590  
Fax: (061) 248641



## **PART 101**

# **RULES OF THE AIR AND GENERAL OPERATING RULES: OPERATION OF UNMANNED FREE BALLOONS, KITES, ROCKETS AND REMOTELY PILOTED AIRCRAFT**

## LIST OF REGULATIONS

101.00.1	Applicability
101.00.2	Operating rules for kites and remotely piloted aircraft
101.00.3	Operating rules for captive and unmanned free balloons
101.00.4	Operating rules for rockets

### Applicability

**101.00.1** This Part shall apply to the operation of unmanned free balloons, kites, rockets and remotely piloted aircraft and contains -

- (a) in addition to the provisions of the regulations in Part 91, the operating and flight rules relating to such operations; and
- (b) the exceptions to the general operating and flight rules prescribed in Part 91.

### Operating rules for kites and remotely piloted aircraft

**101.00.2** No person shall, without the prior approval of the Director and under such conditions which the Director may determine, operate a kite or a remotely piloted aircraft -

- (a) higher than 150 feet above the surface;
- (b) within a published air traffic zone or air traffic area;
- (c) closer than five nautical miles from the boundary of an aerodrome; or
- (d) above a public road, or commence the operation of the kite or remotely piloted aircraft above a public road.

### Operating rules for captive and unmanned free balloons

**101.00.3** No person shall, without the prior approval of the Director and under such conditions which the Director may determine, operate a captive or unmanned free balloon -

- (a) higher than 150 feet above the surface; or
- (b) closer than five nautical miles from the boundary of an aerodrome.

### Operating rules for rockets

**101.00.4** (1) No person shall fire a rocket within controlled or advisory airspace.

(2) No person shall, without the prior approval of the Director and under such conditions which the Director may determine, fire any rocket in airspace other than controlled or advisory airspace, if such rocket will, or is likely to -

- (a) exceed a height of more than 2 000 feet above the surface; and
  - (b) be fired closer than five nautical miles from the boundary of an aerodrome.
-

**MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**

No. 166

2002

**PROPOSED CIVIL AVIATION TECHNICAL STANDARDS  
NAM-CATS-OPS 102 "OPERATION OF FREE BALLOONS AND AIRSHIPS"**

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum standards prescribed by the International Civil Aviation Organization.

In this regard the legislative reform process involves the updating of the regulations made under the Aviation Act (Act No. 74 of 1962). It also involves the issuing Technical Standards by the Director of Civil Aviation.

The Technical Standard proposed in this General Notice is one of thirty four (34) technical standards associated with the Namibian Civil Aviation Regulations, 2001.

Pursuant to the provisions of regulation 11.03.2 the Director: Civil Aviation hereby invites all interested parties to comment on the proposed NAM-CAT-OPS 102 "Operation of free balloons and airships".

Comments or representations should be lodged in writing and should reach the Ministry no later than 30 days from the date of publication of this notice. Correspondence should be addressed to:

Mr L. Makanza  
No. 4 Rudolph Hertzog Street  
Windhoek, Namibia

Tel: (061) 245590  
Fax: (061) 248641





**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-102  
(OPERATION OF FREE BALLOONS AND AIRSHIPS)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO THE OPERATION OF FREE BALLOONS AND AIRSHIPS**

### **1. GENERAL**

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above, on (date) issued technical standards relating to the operation of free balloons to be known as Document NAM-CATS-OPS 102.

### **2. PURPOSE**

Document NAM-CATS-OPS 102 contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of the operation of free balloons.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 1999, for example, technical standard 102.02.5 refers to regulation 5 of Subpart 02 of Part 102 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation.

The abbreviation "TS" refers to any technical standard.

### **3. SCHEDULES AND NOTES**

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

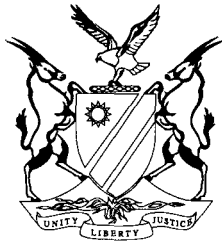
## **LIST OF TECHNICAL STANDARDS**

### **102.02.5 EQUIPMENT**

#### **1. Equipment**

The free balloon must be equipped with -

- (1) an altimeter;
- (2) two alternative methods of ignition, if applicable;
- (3) a fire extinguisher;
- (4) a VHF radio;
- (5) gloves;
- (6) a handling line; and
- (7) in the case of an operation over water beyond gliding distance from a safe alighting area, one lifejacket or individual flotation device for each person on board.



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-OPS 98  
(OPERATION OF POWERED PARAGLIDERS)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO THE OPERATION OF POWERED PARAGLIDERS**

### **1. GENERAL**

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above, on (date) issued technical standards relating to the operation of powered paragliders to be known as Document NAM-CATS-OPS 98.

### **2. PURPOSE**

Document NAM-CATS-OPS 98 contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of the operation of gyroplanes.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 1999, for example, technical standard 98.04.1 refers to regulation 1 of Subpart 04 of Part 98 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation.

The abbreviation "TS" refers to any technical standard.

### **3. SCHEDULES AND NOTES**

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

## **LIST OF TECHNICAL STANDARDS**

### **98.04.1 EQUIPMENT**

#### **1. Equipment**

The powered paraglider must be equipped with -

- (1) a safety harness or safety belt, for each person on board the powered paraglider;
  - (2) in the case of flights above 500 feet AGL, an altimeter; and
  - (3) in the case of an operation over water beyond gliding distance from a safe alighting area, one lifejacket or individual flotation device for each person on board.
-

**MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**

No. 167

2002

**PROPOSED CIVIL AVIATION TECHNICAL STANDARDS  
NAM-CAT-AMO "AIRCRAFT MAINTENANCE ORGANISATIONS"**

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum standards prescribed by the International Civil Aviation Organization.

In this regard the legislative reform process involves the updating of the regulations made under the Aviation Act (Act No. 74 of 1962). It also involves the issuing Technical Standards by the Director of Civil Aviation.

The Technical Standard proposed in this General Notice is one of thirty four (34) technical standards associated with the Namibian Civil Aviation Regulations, 2001.

Pursuant to the provisions of regulation 11.03.2 the Director: Civil Aviation hereby invites all interested parties to comment on the proposed NAM-CAT-AMO "Aircraft maintenance organisations."

Comments or representations should be lodged in writing and should reach the Ministry no later than 30 days from the date of publication of this notice. Correspondence should be addressed to:

Mr L. Makanza  
No. 4 Rudolph Hertzog Street  
Windhoek, Namibia

Tel: (061) 245590  
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**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-AMO  
(AIRCRAFT MAINTENANCE ORGANISATIONS)**

# NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO AIRCRAFT MAINTENANCE ORGANISATIONS

## 1. GENERAL

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above, on (date) issued technical standards relating to aircraft maintenance organisations to be known as Document NAM-CATS-AMO.

## 2. PURPOSE

Document NAM-CATS-AMO contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of aircraft maintenance organisations.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 1999, for example, technical standard 145.02.1 refers to regulation 1 of Subpart 2 of Part 145 of the Regulations.

The abbreviation ACAR $\cong$  is used throughout this document when referring to any regulation. The abbreviation ATS $\cong$  refers to any technical standard.

### 3. SCHEDULES AND NOTES

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

## LIST OF TECHNICAL STANDARDS

### 145.02.1 MANUAL OF PROCEDURE

0. Information to be contained in manual of procedure

### 145.02.2 QUALITY ASSURANCE SYSTEM

0. Minimum standards for a quality assurance system

### **145.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**

0. Form of application

### 145.02.7 ISSUING OF APPROVAL

0. Form of approval

### **145.02.12 RENEWAL OF APPROVAL**

- ## 0. Form of application

## ANNEXURES

**ANNEXURE A : APPLICATION FOR THE ISSUING OF AN AIRCRAFT MAINTENANCE ORGANISATION APPROVAL**

# APPLICATION FOR THE AMENDMENT OF AN AIRCRAFT MAINTENANCE ORGANISATION APPRO- VAL

APPLICATION FOR THE RENEWAL OF AN AIRCRAFT  
MAINTENANCE ORGANISATION APPROVAL

ANNEXURE B : AIRCRAFT MAINTENANCE ORGANISATION APPROVAL

**145.02.1 MANUAL OF PROCEDURE**

**3. Information to be contained in manual of procedure**

3.1 The information referred to in CAR 145.02.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

3.1.1 Management

(1) Corporate commitment

A statement containing the commitment of the accountable manager and compliance officer, on behalf of the organisation, to comply with the airworthiness requirements as set out in this document and approved by the Director.

(2) Management personnel

A list of the key management personnel and their positions.

(3) Duties and responsibilities of the management personnel

A statement containing the duties and responsibilities of each management position mentioned in (2). For clarity, additional positions may be added.

(4) Management organisation chart

The chart must show all line management positions down to supervisory level.

(5) List of certifying personnel

A list of all certifying personnel authorised to release aircraft on behalf of the organisation, with a scope of their authority and with signatures and stamps must be provided.

A separate document may be referenced.

(6) Human resources

A statement identifying the human resources employed by the organisation.

(7) General description of facilities at each location intended to be approved

A description of the facilities and layout is required.

(8) Organisation's intended approved scope of approval

A statement of the scope of approval being applied for.

(9) Notification procedure to the Director regarding changes in the organisation's facilities/equipment/tools/material/procedures/personnel/scope of work

A statement indicating who is responsible for notifying the Director regarding changes, and what changes are subject to notification.



(10) Manual of procedure amendment procedures

A statement regarding the responsibility and procedure for amendment of the manual of procedure, as well as the associated documents referred to in the manual of procedure.

3.1.2 Maintenance procedures

(1) Purchasing procedure

A description of, or reference to, a procedure indicating that purchase documents will contain data clearly describing the product ordered, as well as the traceability documentation or data to be delivered with the product ordered.

(2) Supplier evaluation procedure

A description of, or reference to, a procedure used by the organisation to evaluate and approve suppliers.

(3) Acceptance/inspection of aircraft components from outside contractors

A description of, or reference to, a procedure for the documented control of verification, storage and maintenance of aircraft components from outside contractors.

(4) Storage, tagging and release of aircraft components and material to aircraft maintenance

A description of, or reference to, a procedure for handling, storage, packaging (tagging), preservation of aircraft components and material to aircraft maintenance.

(5) Acceptance of tools and equipment

A description of, or reference to, a procedure for acceptance of tools and equipment by the organisation for use in the maintenance of aircraft.

(6) Calibration of tools and equipment

A description of, or reference to, a procedure for the calibration of measuring and testing tools and equipment used on aircraft systems and equipment.

(7) Use of tools and equipment by personnel

A description of, or reference to, a procedure for the methods in which special tools and equipment are used.

(8) Cleanliness standards of maintenance facility

A statement regarding the standard of cleanliness to be maintained.

(9) Repair procedure

A description of, or reference to, the procedures for the repair of aircraft components.

(10) Maintenance, structural repair and parts manuals

A description of, or reference to, a procedure for the updating and availability to personnel of the relevant maintenance, structural repair and parts manuals for the aircraft to be maintained.

- (11) Aircraft maintenance programme, A.D. procedures, modification procedures and technical record control

A description of, or reference to, a procedure indicating compliance with the aircraft maintenance programme, A.D. procedures, modification procedures and technical record control.

- (12) Maintenance documentation

A description of, or reference to, a procedure of the relevant documentation to be used and instructions for the completion thereof.

- (13) Rectification of defects

A description of, or reference to, a procedure for the methods to be employed for the rectification of defects arising during base maintenance.

- (14) Release to service

A description of, or reference to, a procedure for the manner in which an aircraft is to be released to service after base maintenance.

- (15) Records for the operator

A description of, or reference to, a procedure for the records to be kept and the manner in which they are to be given to the operator.

- (16) Defective aircraft components

A description of, or reference to, a procedure for the return of defective aircraft components to the store and the method to be employed for routing the defective aircraft components to outside contractors and the return thereof.

- (17) Special maintenance procedures

A description of, or reference to, a procedure for the manner in which specific maintenance procedures that may be required, such as -

- (a) engine running;
  - (b) aircraft pressurisation tests;
  - (c) aircraft towing and others,
- are to be employed.

### 3.1.3 Line maintenance

- (1) Line maintenance control

A description of, or reference to, a procedure for the control of aircraft components, tools, equipment, etc., used during line maintenance.

- (2) Servicing, fuelling, etc. during line maintenance

A description of, or reference to, a procedure for the servicing, fuelling, etc. done during line maintenance.

(3) Control of defects and repetitive defects

A description of, or reference to, a procedure for the manner in which defects and repetitive defects are to be controlled.

(4) Completion of technical log

A description of, or reference to, a procedure for the completion of aircraft technical log during line maintenance.

(5) Return of defective parts removed from aircraft

A description of, or reference to, a procedure for the return to the stores of defective aircraft parts removed from the aircraft during line maintenance.

3.2 The manual of procedure must contain the information to demonstrate that the organisation has the management, resources and procedures to comply with the requirements prescribed in Part 145 of the CARs.

3.3 The manual of procedure may either be a self contained document, or it may refer to other documents referred to in the manual of procedure which will be considered to be equally binding on the organisation.

#### **145.02.2 QUALITY ASSURANCE SYSTEM**

##### **3. Minimum standards for a quality assurance system**

(1) The objectives of the quality assurance system referred to in CAR 145.02.2(2) are -

- (a) to monitor, and report to management, the level of compliance with the organisation's manual of procedure and airworthiness requirements;
- (b) to correct any non-compliance identified and to implement actions to prevent the recurrence of such non-compliance; and
- (c) to present to management for the purpose of review and implementing further corrective or preventive action, quality indicators such as audit reports, accidents, incidents, occurrences, customer complaints and personnel reports.

(2) The quality assurance system must include -

(a) Quality audit of the organisation

A description of, or reference to, a procedure for the quality audits to be performed on the organisation.

(b) Quality audit of aircraft

A description of, or reference to, a procedure for the quality audits to be done on the aircraft during maintenance work.

(c) Quality audit remedial action

A description of, or reference to, a procedure of remedial actions to be taken after quality audits.

(d) Management analyses and overview

A description of, or reference to, a procedure for bringing to the attention of management quality indicators (such as audit reports, progress on corrective action, accidents, incidents, occurrences, customer complaints and personnel reports) and documenting the appropriate action decided and implemented to maintain an adequate level of conformance to airworthiness requirements.

(e) Certifying personnel competence and training

A description of, or reference to, a procedure for the competence required of certifying personnel and the programme of training and recurrent training of certifying personnel.

(f) Certifying personnel records

A description of, or reference to, a procedure of the methods to be used for keeping technical records of certifying personnel.

(g) Quality audit personnel

A chart or a list indicating the qualifications of quality audit personnel.

(h) Qualifying inspectors and mechanics

A description of, or reference to, a procedure for the competence required of qualifying inspectors or mechanics, and a programme of training and recurrent training of personnel.

(i) Exemption/concession control

A description of, or reference to, a procedure to be used when permission is required to deviate from the requirements of the organisation's manual of procedures, or to deviate from specified aircraft/aircraft component maintenance tasks.

(j) Specialised activities

A description of, or reference to, a procedure for applying specialised activities such as welding, N.D.T. etc.

(3) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.

(4) The quality assurance system must be documented in the manual of procedure referred to in CAR 145.02.1.

#### **145.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**

##### **3. Form of application**

The form referred to in CAR 145.02.6(a), in which application must be made for the issuing of an aircraft maintenance organisation approval, or an amendment thereof, is contained in Annexure A.

145.02.7ISSUING OF APPROVAL

3. Form of approval

The form referred to in CAR 145.02.7(2), on which an aircraft maintenance organisation approval is issued, is contained in Annexure B.

145.02.12RENEWAL OF APPROVAL

1. Form of application

The form referred to in CAR 145.02.12(1)(a), in which an application for the renewal of an aircraft maintenance organisation approval must be made, is contained in Annexure A.

SCHEDULE 1: APPLICATION FOR DESIGNATION AS AIRWORTHINESS REPRESENTATIVE

PART 1 (To be completed by all applicants)

- 1.1 Surname  
Christian names  
ID No  
Namibian Citizen by
- 1.2 Postal address  
  
Telephone No  
Fax No
- 1.3 Aircraft maintenance engineer licences or other relevant qualifications held (attach certified true copies):
- 1.4 Record of experience (attach certified true copy of supporting documents):
- 1.5 Employment record in both the private and public sectors (supply testimonials):

PART 2

- 2.1 Name under which activities will be conducted
- 2.2 Company’s registration number
- 2.3 Postal address  
  
Telephone No  
Fax No
- 2.4 Database available - if own database is not being used, supply a statement from the company providing the service to confirm your right of access:

PART 3

I hereby apply for the issuing ~ or renewal ~ of DAR designation for the period from ..... to .....

I hereby declare that the particulars given by me on this form are, to the best of my knowledge and belief, true and correct in every respect.

*Annexure A***REPUBLIC OF NAMIBIA****CIVIL AVIATION****APPLICATION FOR THE ISSUING OF AN AIRCRAFT MAINTENANCE  
ORGANISATION APPROVAL****APPLICATION FOR THE AMENDMENT OF AN AIRCRAFT  
MAINTENANCE ORGANISATION APPROVAL****APPLICATION FOR THE RENEWAL OF AN AIRCRAFT MAINTENANCE  
ORGANISATION APPROVAL****Notes:**

- (i) *An application for the issuing of an aircraft maintenance organisation approval, or an amendment thereof, must comply with the provisions of CAR 145.02.6.*
- (ii) *An application for the renewal of an aircraft maintenance organisation approval must comply with the provisions of CAR 145.02.12.*
- (iii) *Section 1 of this form must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Director: Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vii) *Please delete if not applicable.*

Mark the appropriate block:

- Application for the issuing of an aircraft maintenance organisation approval
- Application for the amendment of an aircraft maintenance organisation approval
- Application for the renewal of an aircraft maintenance organisation approval

**1. PARTICULARS REGARDING THE APPLICANT/HOLDER**

1.1 Full name: .....

1.2 Trade name: .....

1.3 Full business / residential address: ..... ..... ..... .....	1.4 Postal address: ..... ..... ..... Postal code : .....
--	---

1.5 Telephone number: .....	1.6 Telefax number: .....
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1.7 Cellular phone number: .....	1.8 E-mail address : .....
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1.9 SITA code (if any): .....	1.10 Telex number: .....
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1.11 Legal status of applicant/holder (individual/close corporation/company/trust/other - specify): .....
--

1.12 Registration number in the case of a close corporation/company//trust: .....
---

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/ member/office bearer:				
Name	Position	Identity Number	Nationality	Country of permanent residence
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.	
.....	
Signature	Date

2. APPLICATION FOR THE ISSUING OF AN AIRCRAFT MAINTENANCE ORGANISATION APPROVAL

2.1 Scope of approval applied for : ..... ..... .....
--

## 2.2 Supporting documents:

Mark the appropriate block

- The manual of procedure
- List of approved persons and particulars of their competence

### 3. APPLICATION FOR THE AMENDMENT OF AN AIRCRAFT MAINTENANCE ORGANISATION APPROVAL

3.1 Approval number: .....

3.2 Expiry date: .....

## 3.3 Particulars of amendments applied for:

.....

.....

.....

.....

## 3.4 Supporting documents:

Mark the appropriate block

- Amended manual of procedure
- List of approved persons and particulars of their competence

### 4. APPLICATION FOR THE RENEWAL OF AN AIRCRAFT MAINTENANCE ORGANISATION APPROVAL

4.1 Approval number: .....

4.2 Expiry date: .....

## 4.3 Scope of approval applied for:

.....

.....

.....

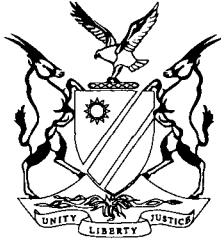
.....

## 4.4 Supporting documents:

Mark the appropriate block

- The manual of procedure
- List of approved persons and particulars of their competence



*Annexure B***REPUBLIC OF NAMIBIA****CIVIL AVIATION****AIRCRAFT MAINTENANCE ORGANISATION APPROVAL**

1. Approval number: .....	2. Expiry date: .....
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3. Name of holder: ..... .....
-----------------------------------

4. Physical address of holder: ..... ..... ..... .....	5. Postal address of holder: ..... ..... ..... Postal Code .....
--	--

6. Scope of approval: ..... ..... .....
--

7. I hereby certify that the holder of this approval has been duly approved in accordance with Part 145 of the Namibian Civil Aviation Regulations, 1999.
---

.....  
Director: Civil Aviation.....  
Date of issue  
  
\_\_\_\_\_

**MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**

No. 168

2002

**PROPOSED CIVIL AVIATION TECHNICAL STANDARDS  
NAM-CAT-AH "LICENSING AND OPERATION OF AERODROMES  
AND HELIPORTS"**

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum standards prescribed by the International Civil Aviation Organization.

In this regard the legislative reform process involves the updating of the regulations made under the Aviation Act (Act No. 74 of 1962). It also involves the issuing Technical Standards by the Director of Civil Aviation.

The Technical Standard proposed in this General Notice is one of thirty four (34) technical standards associated with the Namibian Civil Aviation Regulations, 2001.

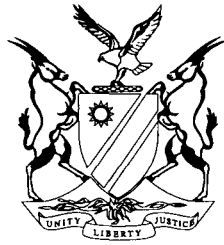
Pursuant to the provisions of regulation 11.03.2 the Director: Civil Aviation hereby invites all interested parties to comment on the proposed NAM-CAT-AH "Licensing and operation of aerodromes and heliports".

Comments or representations should be lodged in writing and should reach the Ministry no later than 30 days from the date of publication of this notice. Correspondence should be addressed to:

Mr L. Makanza  
No. 4 Rudolph Hertzog Street  
Windhoek, Namibia

Tel: (061) 245590

Fax: (061) 248641



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-AH  
(AERODROMES AND HELIPORTS)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO AERODROMES AND HELIPORTS**

### **1. GENERAL**

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above, on (date) issued technical standards relating to aerodromes and heliports to be known as Document NAM-CATS-AH.

### **2. PURPOSE**

Document NAM-CATS-AH contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of aerodromes and heliports.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 1999, for example, technical standard 139.02.22 refers to regulation 22 of Subpart 02 of Part 139 of the Regulations.

The abbreviation ACAR  $\cong$  is used throughout this document when referring to any regulation.

The abbreviation ATS  $\cong$  refers to any technical standard.

### **3. SCHEDULES AND NOTES**

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

### **4. INCORPORATION OF INTERNATIONAL AVIATION STANDARDS**

Section 22A(3) of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to incorporate by reference into a technical standard, any international aviation standard.

The international aviation standard known as Annex 14, Volume I (Aerodrome design and operations) to the Convention on International Civil Aviation, Second Edition - July 1995", is incorporated into the technical standards contained in this document.

The international aviation standard known as Annex 14, Volume II (Heliports) to the Convention on International Civil Aviation, First Edition - July 1990", is incorporated into the technical standards contained in this document.

The international aviation standard known as "Annex 16, Volume I (Aircraft Noise) to the Convention on International Civil Aviation, Third Edition - July 1993", is incorporated into the technical standards contained in this document.

**LIST OF TECHNICAL STANDARDS**

- 139.02.2 AERODROME DESIGN REQUIREMENTS**  
1. Aerodrome design standards
- 139.02.4 QUALITY ASSURANCE SYSTEM**  
1. Minimum standards for a quality assurance system
- 139.02.7 AERODROME RESCUE AND FIRE FIGHTING**  
1. Rescue and fire fighting categories of aerodromes
- 139.02.9 NOTIFICATION OF AERODROME DATA AND INFORMATION**  
1. Form of notification
- 139.02.10 APPLICATION FOR LICENCE OR AMENDMENT THEREOF**  
1. Form of application
- 139.02.13 ISSUING OF LICENCE**  
1. Form of licence
- 139.02.17 RENEWAL OF LICENCE**  
1. Form of application
- 139.02.18 LICENCE OF INTENT**  
1. Form of application  
2. Form of licence of intent
- 139.02.19 GENERAL DUTIES OF HOLDER OF LICENCE**  
1. Marking of obstructions  
2. Markings  
3. Marking of unserviceable areas on landing terrain  
4. Aerodrome financial data and aerodrome traffic statistics  
5. Facilitation plan  
6. Monitoring of aircraft noise
- 139.02.20 WORKS ON AERODROME**  
1. Requirements and standards
- 139.02.22 AERODROME RESCUE AND FIRE FIGHTING**  
1. Requirements and standards
- 139.02.29 ACCESS OF GROUND VEHICLES TO AERODROME MOVEMENT AREA**  
1. Signs, signals or standards  
2. Rules and procedures for the operation of ground vehicles.
- 139.03.2 HELIPORT DESIGN REQUIREMENTS**  
1. Heliport design standards
- 139.03.4 QUALITY ASSURANCE SYSTEM**  
1. Minimum standards for a quality assurance system
- 139.03.7 HELIPORT RESCUE AND FIRE FIGHTING**  
1. Rescue and fire fighting categories of heliports
- 139.03.9 NOTIFICATION OF HELIPORT DATA AND INFORMATION**  
1. Form of notification

**139.03.10 APPLICATION FOR LICENCE OR AMENDMENT THEREOF**

1. Form of application

**139.03.13 ISSUING OF LICENCE**

1. Form of licence

**139.03.17 RENEWAL OF LICENCE**

1. Form of application

**139.03.18 LICENCE OF INTENT**

1. Form of application
2. Form of licence of intent

**139.03.19 GENERAL DUTIES OF HOLDER OF LICENCE**

1. Marking of obstructions
2. Markings
3. Marking of unserviceable areas on touch-down terrain
4. Heliport financial data and heliport traffic statistics
5. Facilitation plan
6. Monitoring of helicopter noise

**139.03.20 WORKS ON HELIPORT**

1. Requirements and standards

**139.03.22 HELIPORT RESCUE AND FIRE FIGHTING**

1. Requirements and standards

**139.03.28 ACCESS OF GROUND VEHICLES TO HELIPORT MOVEMENT AREA**

1. Signs, signals or standards
2. Rules and procedures for the operation of ground vehicles

**ANNEXURES**

ANNEXURE A : NOTIFICATION OF AERODROME DATA AND INFORMATION

ANNEXURE B : APPLICATION FOR THE ISSUING OF AN AERODROME LICENCE  
APPLICATION FOR THE AMENDMENT OF AN AERODROME LICENCE  
APPLICATION FOR THE RENEWAL OF AN AERODROME LICENCE

ANNEXURE C : AERODROME LICENCE

ANNEXURE D : APPLICATION FOR THE ISSUING OF A LICENCE OF INTENT (AERODROME)

ANNEXURE E : LICENCE OF INTENT (AERODROME)

ANNEXURE F : NOTIFICATION OF HELIPORT DATA AND INFORMATION

ANNEXURE G : APPLICATION FOR THE ISSUING OF A HELIPORT LICENCE  
APPLICATION FOR THE AMENDMENT OF A HELIPORT LICENCE  
APPLICATION FOR THE RENEWAL OF A HELIPORT LICENCE

ANNEXURE H	:	HELIPORT LICENCE
ANNEXURE I	:	APPLICATION FOR THE ISSUING OF A LICENCE OF INTENT (HELIPORT)
ANNEXURE J	:	LICENCE OF INTENT (HELIPORT)
ANNEXURE K	:	AERODROME/HELIPORT FINANCIAL DATA
ANNEXURE L	:	AERODROME/HELIPORT TRAFFIC STATISTICS

## **139.02.2 AERODROME DESIGN REQUIREMENTS**

### **1. Aerodrome design standards**

The aerodrome design standards which apply in respect of the physical characteristics, obstacle limitation surfaces, visual aids, and equipment and installations provided at an aerodrome, are the appropriate aerodrome design standards contained in Annex 14, Volume I.

## **139.02.4 QUALITY ASSURANCE SYSTEM**

### **1. Minimum standards for a quality assurance system**

- (1) The quality assurance system referred to in CAR 139.02.4(2), must include -
  - (a) a clear definition of the level of quality the aerodrome operator intends to achieve;
  - (b) a procedure that sets out the level and frequency of the internal reviews;
  - (c) a procedure to record the findings and communicate them to management;
  - (d) a list of responsible persons;
  - (e) procedures by which other quality indicators such as facility malfunction reports, incidents, occurrences, complaints and defects are brought into the quality assurance system;
  - (f) procedures for management analysis and overview;
  - (g) procedures for rectifying any deficiencies which may be found; and
  - (h) procedures for documenting the complete review process from the inspection to the satisfactory management review so that this is available to the Director during a safety inspection and audit.
- (2) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.
- (3) The quality assurance system must be documented in the operations manual referred to in CAR 139.02.3.

**139.02.7 AERODROME RESCUE AND FIRE FIGHTING****1. Rescue and fire fighting categories of aerodromes**

The rescue and fire fighting categories of aerodromes referred to in CAR 139.02.7(2), are the categories contained in paragraph 9.2 of Annex 14, Volume I.

**139.02.9 NOTIFICATION OF AERODROME DATA AND INFORMATION****1. Form of notification**

The form referred to in CAR 139.02.9(2), in which a notification of aerodrome data and information must be made, is contained in Annexure A.

**139.02.10 APPLICATION FOR LICENCE OR AMENDMENT THEREOF****1. Form of application**

The form referred to in CAR 139.02.10(a), in which application must be made for the issuing of an aerodrome licence, or an amendment thereof, is contained in Annexure B.

**139.02.13 ISSUING OF LICENCE****1. Form of licence**

The form referred to in CAR 139.02.13(1), on which an aerodrome licence is issued, is contained in Annexure C.

**139.02.17 RENEWAL OF LICENCE****1. Form of application**

The form referred to in CAR 139.02.17(1)(a), in which application for the renewal of an aerodrome licence must be made, is contained in Annexure B.

**139.02.18 LICENCE OF INTENT****1. Form of application**

The form referred to in CAR 139.02.18(2)(a), in which application for the issuing of a licence of intent must be made, is contained in Annexure D.

**2. Form of licence of intent**

The form referred to in CAR 139.02.18(5), on which a licence of intent is issued, is contained in Annexure E.

**139.02.19 GENERAL DUTIES OF HOLDER OF LICENCE****1. Marking of obstructions**

The marking of obstructions referred to in CAR 139.02.19(2)(c), must be done in accordance with the requirements and standards contained in Chapter 6 of Annex 14, Volume I.

**2. Markings**

The markings referred to in CAR 139.02.19(2)(f), are the appropriate markings contained in Annex 14, Volume I.



**3. Marking of unserviceable areas on landing terrain**

The markings referred to in CAR 139.02.19(2)(i), are the appropriate markings contained in Annex 14, Volume I.

**4. Aerodrome financial data and aerodrome traffic statistics**

- (1) The aerodrome financial data referred to in CAR 139.02.19(3)(a), are the aerodrome financial data contained in Annexure K.
- (2) The aerodrome traffic statistics referred to in CAR 139.02.19(3)(a), are the aerodrome traffic statistics contained in Annexure L.

**5. Facilitation plan**

(Reserved.)

**6. Monitoring of aircraft noise**

The requirements and standards referred to in CAR 139.02.19(3)(c), according to which aircraft noise on and in the vicinity of an aerodrome must be monitored, are the requirements and standards contained in Appendix 5 of Annex 16, Volume I (Aircraft Noise) to the Convention on International Civil Aviation, Third Edition – July 1993.

**139.02.20 WORKS ON AERODROME****1. Requirements and standards**

(Reserved.)

**139.02.22 AERODROME RESCUE AND FIRE FIGHTING****1. Requirements and standards**

- (1) The holder of an aerodrome licence must continuously assess operations at the aerodrome in relation to the rescue and fire fighting capability, and during anticipated periods of reduced or increased activity, the level of protection must be no less than needed for the highest category of aircraft planned to use the aerodrome during that time, irrespective of the number of movements.
- (2) The holder of the licence may, during any period of operations limited to aircraft with a specification lower than that which is normally applicable under CAR 139.02.7, reduce the rescue and fire fighting capability to the appropriate level required for the aerodrome category referred to in TS 139.02.7, corresponding with the level of operation.
- (3) Any reduction in the rescue and fire fighting capability, must include in the aerodrome operations manual -
  - (a) procedures for, and particulars of the persons having the authority to implement the reduction; and
  - (b) procedures for recall of the full aerodrome rescue and fire fighting capability.
- (4) A reduction in the rescue and fire fighting capability may not be implemented unless information on the anticipated level of services is forwarded to the air traffic service unit concerned and the Director, for the necessary publication of such information in an AIP.

- (5) If the required response time cannot be met by rescue and fire fighting services which are not based at the aerodrome, the holder of the licence must have the rescue and fire fighting services based at the aerodrome in order to comply with the response time, and -
  - (a) introduce a system of preventative maintenance of such vehicles and equipment to ensure effectiveness and compliance with the required response time throughout the entire life of each vehicle;
  - (b) immediately repair or replace any required rescue and fire fighting vehicle or equipment that becomes inoperative to the extent that the holder of the licence cannot meet the response capability with a vehicle or a piece of equipment which will enable the holder of the licence to meet such capability.
- (6) If the replacement of a vehicle or a piece of equipment is not immediately possible or available, the holder of the licence must -
  - (a) follow the procedure prescribed in CAR 139.02.9;
  - (b) if the required response time cannot be met within 72 hours, limit operations on the aerodrome equal to the category level of protection it can provide with the remainder of vehicles and equipment as determined in accordance with TS 139.02.7.
- (7) The holder of the licence must respond to each emergency during aerodrome operations with rescue and fire fighting equipment suitable to limit loss of life and to prevent damage to property.

#### **139.02.29 ACCESS OF GROUND VEHICLES TO AERODROME MOVEMENT AREA**

##### **1. Signs, signals or standards**

(Reserved.)

##### **2. Rules and procedures for the operation of ground vehicles**

(Reserved.)

#### **139.03.2 HELIPORT DESIGN REQUIREMENTS**

##### **1. Heliport design standards**

The heliport design standards which apply in respect of the physical characteristics, obstacle limitation surfaces, visual aids, and equipment and installations provided at a heliport, are the appropriate heliport design standards contained in Annex 14, Volume II.

#### **139.03.4 QUALITY ASSURANCE SYSTEM**

##### **1. Minimum standards for a quality assurance system**

- (1) The quality assurance system referred to in CAR 139.03.4(2), must include -
  - (a) a clear definition of the level of quality the heliport operator intends to achieve;
  - (b) a procedure that sets out the level and frequency of the internal reviews;

- (c) a procedure to record the findings and communicate them to management;
  - (d) a list of responsible persons;
  - (e) procedures by which other quality indicators such as facility malfunction reports, incidents, occurrences, complaints and defects are brought into the quality assurance system;
  - (f) procedures for management analysis and overview;
  - (g) procedures for rectifying any deficiencies which may be found; and
  - (h) procedures for documenting the complete review process from the inspection to the satisfactory management review so that this is available to the Director during a safety inspection and audit.
- (2) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.
- (3) The quality assurance system must be documented in the operations manual referred to in CAR 139.03.3.

#### **139.03.7 HELICOPTER RESCUE AND FIRE FIGHTING**

##### **1. Rescue and fire fighting categories of heliports**

The rescue and fire fighting categories of heliports referred to in CAR 139.03.7(2), are the categories contained in paragraph 6.1 of Annex 14, Volume II.

#### **139.03.9 NOTIFICATION OF HELIPORT DATA AND INFORMATION**

##### **1. Form of notification**

The form referred to in CAR 139.03.9(2), in which a notification of heliport data and information must be made, is contained in Annexure F.

#### **139.03.10 APPLICATION FOR LICENCE OR AMENDMENT THEREOF**

##### **1. Form of application**

The form referred to in CAR 139.03.10(a), in which application must be made for the issuing of a heliport licence, or an amendment thereof, is contained in Annexure G.

#### **139.03.13 ISSUING OF LICENCE**

##### **1. Form of licence**

The form referred to in CAR 139.03.13(1), on which a heliport licence is issued, is contained in Annexure H.

#### **139.03.17 RENEWAL OF LICENCE**

##### **1. Form of application**

The form referred to in CAR 139.03.17(1)(a), in which application for the renewal of a heliport licence must be made, is contained in Annexure G.

**139.03.18 LICENCE OF INTENT****1. Form of application**

The form referred to in CAR 139.03.18(2)(a), in which application for the issuing of a licence of intent must be made, is contained in Annexure I.

**2. Form of licence of intent**

The form referred to in CAR 139.03.18(5), on which a licence of intent is issued, is contained in Annexure J.

**139.03.19 GENERAL DUTIES OF HOLDER OF LICENCE****1. Marking of obstructions**

The marking of obstructions referred to in CAR 139.03.19(2)(c), must be done in accordance with the requirements and standards contained in Chapter 5 of Annex 14, Volume II.

**2. Markings**

The markings referred to in CAR 139.03.19(2)(f), are the appropriate markings contained in Annex 14, Volume II.

**3. Marking of unserviceable areas on touch-down terrain**

The markings referred to in CAR 139.03.19(2)(i), are the appropriate markings contained in Annex 14, Volume II.

**4. Heliport financial data and heliport traffic statistics**

- (1) The heliport financial data referred to in CAR 139.03.19(3)(a), are the heliport financial data contained in Annexure K.
- (2) The heliport traffic statistics referred to in CAR 139.03.19(3)(a), are the heliport traffic statistics contained in Annexure L.

**5. Facilitation plan**

(Reserved.)

**6. Monitoring of helicopter noise**

The requirements and standards referred to in CAR 139.03.19(3)(c), according to which helicopter noise on and in the vicinity of a heliport must be monitored, are the requirements and standards contained in Appendix 5 of Annex 16, Volume I (Aircraft Noise) to the Convention on International Civil Aviation, Third Edition – July 1993.

**139.03.20 WORKS ON HELIPORT****1. Requirements and standards**

(Reserved.)

**139.03.22 HELIPORT RESCUE AND FIRE FIGHTING****1. Requirements and standards**

- (1) The holder of a heliport licence must continuously assess operations at the heliport in relation to the rescue and fire fighting capability, and during anticipated periods of reduced or increased activity, the level of protection must be no less than needed for the highest category of helicopters planned to use the heliport during that time, irrespective of the number of movements.
- (2) The holder of the licence may, during any period of operations limited to helicopters with a specification lower than that which is normally applicable under CAR 139.03.7, reduce the rescue and fire fighting capability to the appropriate level required for the heliport category referred to in TS 139.03.7, corresponding with the level of operation.
- (3) Any reduction in the rescue and fire fighting capability, must include in the heliport operations manual -
  - (a) procedures for, and particulars of the persons having the authority to implement the reduction; and
  - (b) procedures for recall of the full heliport rescue and fire fighting capability.
- (4) A reduction in the rescue and fire fighting capability may not be implemented unless information on the anticipated level of services is forwarded to the air traffic service unit concerned and the Director, for the necessary publication of such information in an AIP.
- (5) If the required response time cannot be met by rescue and fire fighting services which are not based at the heliport, the holder of the licence must have the rescue and fire fighting services based at the heliport in order to comply with the response time, and -
  - (a) introduce a system of preventative maintenance of such vehicles and equipment to ensure effectiveness and compliance with the required response time throughout the entire life of each vehicle;
  - (b) immediately repair or replace any required rescue and fire fighting vehicle or equipment that becomes inoperative to the extent that the holder of the licence cannot meet the response capability with a vehicle or a piece of equipment which will enable the holder of the licence to meet such capability.
- (6) If the replacement of a vehicle or a piece of equipment is not immediately possible or available, the holder of the licence must -
  - (a) follow the procedure prescribed in CAR 139.03.9;
  - (b) if the required response time cannot be met within 72 hours, limit operations on the heliport equal to the category level of protection it can provide with the remainder of vehicles and equipment as determined in accordance with TS 139.03.7.
- (7) The holder of the licence must respond to each emergency during heliport operations with rescue and fire fighting equipment suitable to limit loss of life and to prevent damage to property.

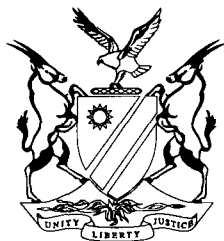
**139.03.28 ACCESS OF GROUND VEHICLES TO HELIPORT MOVEMENT  
AREA****1. Signs, signals or standards**

(Reserved.)

**2. Rules of procedures for the operation of ground vehicles**

(Reserved.)

*Annexure A*



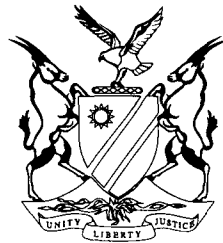
**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**NOTIFICATION OF AERODROME DATA AND INFORMATION**

(Reserved).

Annexure B



REPUBLIC OF NAMIBIA

CIVIL AVIATION

APPLICATION FOR THE ISSUING OF AN AERODROME LICENCE  
APPLICATION FOR THE AMENDMENT OF AN AERODROME LICENCE  
APPLICATION FOR THE RENEWAL OF AN AERODROME LICENCE

Notes:

- (i) *An application for the issuing of an aerodrome licence, or an amendment thereof, must comply with the provisions of CAR 139.02.10.*
- (ii) *An application for the renewal of an aerodrome licence must comply with the provisions of CAR 139.02.17.*
- (iii) *Section 1 of this form must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Director: Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vii) *Please delete if not applicable.*

Mark the appropriate block:

- Application for the issuing of an aerodrome licence
- Application for the amendment of an aerodrome licence
- Application for the renewal of an aerodrome licence

1. PARTICULARS REGARDING THE APPLICANT/HOLDER

1.1	Full name: .....
-----	------------------

1.2	Trade name:.....
-----	------------------

1.3	Full business / residential address: ..... ..... ..... .....	1.4	Postal address: ..... ..... ..... Postal code : .....
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1.5 Telephone number: .....	1.6 Telefax number: .....
-----------------------------	---------------------------

1.7 Cellular phone number: .....	1.8 E-mail address : .....
----------------------------------	----------------------------

1.9 SITA code (if any): .....	1.10 Telex number: .....
-------------------------------	--------------------------

1.11 Legal status of applicant/holder(individual/corporation/company/trust/other - specify): .....
---

1.12 Registration number in the case of a close corporation/company/trust: .....
--

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/ member/office bearer:				
Name	Position	Identity Number	Nationality	Country of permanent residence
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date

2. APPLICATION FOR THE ISSUING OF AN AERODROME LICENCE

2.1 Category aerodrome applied for : .....
--

2.2 Particulars of non-compliance with, or deviations from, aerodrome design, operation or equipment standards : .....
--

2.3 Particulars of non-compliance with, or deviations from, airspace classification requirements : .....
--

2.4	Supporting documents:  Mark the appropriate block <ul style="list-style-type: none"><li>• Operations manual</li><li>• Approval of the local authority</li><li>• Environmental impact report</li><li>• Approval of interested Government institutions</li><li>• Proof of financial capability</li><li>• Plans of the aerodrome</li></ul>
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3. APPLICATION FOR THE AMENDMENT OF AN AERODROME LICENCE

3.1	Licence number : .....	3.2	Expiry date: .....
-----	------------------------	-----	--------------------

3.3	Particulars of amendments applied for: ..... ..... .....
-----	--

3.4	Particulars of non-compliance with, or deviations from, aerodrome design, operation or equipment standards in respect of amendments applied for : ..... .....
-----	--

3.5	Particulars of non-compliance with, or deviations from, airspace classification requirements in respect of amendments applied for : ..... .....
-----	--

3.6	Supporting documents:  Mark the appropriate block <ul style="list-style-type: none"><li>• Amended operations manual</li><li>• Approval of the local authority</li><li>• Amended environmental impact report</li><li>• Approval of interested Government institutions</li><li>• Proof of financial capability</li><li>• Amended plans of the aerodrome</li></ul>
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4. APPLICATION FOR THE RENEWAL OF AN AERODROME LICENCE

4.1	Licence number: .....	4.2	Expiry date: .....
-----	-----------------------	-----	--------------------

4.3	Category aerodrome applied for : ..... .....
-----	---

4.4	Particulars non-compliance with, or deviations from, aerodrome design, operation or equipment standards in respect of amendments : ..... .....
-----	---

4.5	Particulars of non-compliance with, or deviations from, airspace classification requirements: ..... .....
-----	--

**4.6 Supporting documents:**

Mark the appropriate block

- Operations manual
- Approval of the local authority
- Environmental impact report
- Approval of interested Government institutions
- Proof of financial capability
- Plans of the aerodrome

Annexure C



REPUBLIC OF NAMIBIA

CIVIL AVIATION

AERODROME LICENCE

1. Licence number: .....	2. Expiry date: .....
--------------------------	-----------------------

3. Category aerodrome : .....
-------------------------------

4. Description of aerodrome : .....
-------------------------------------

5. Name of holder: ..... .....
-----------------------------------

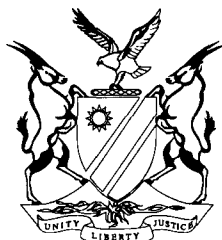
6. Physical address of holder: ..... ..... ..... .....	7. Postal address of holder: ..... ..... ..... Postal code: .....
--	---

8. Conditions and restrictions : .....
--

9. I hereby certify that the holder of this licence has been duly licensed in accordance with Part 139 of the Namibian Civil Aviation Regulations, 1999.
--

.....  
Director: Civil Aviation

.....  
Date of issue

*Annexure D***REPUBLIC OF NAMIBIA****CIVIL AVIATION****APPLICATION FOR THE ISSUING OF A LICENCE OF INTENT  
(AERODROME)****Notes:**

- (i) *An application for the issuing of a licence of intent, must comply with the provisions of CAR 139.02.18.*
- (ii) *Section 1 of this form must be completed in all cases.*
- (iii) *All other sections must be completed if applicable to the specific application.*
- (iv) *The original application must be submitted to the Director: Civil Aviation.*
- (v) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vi) *Please delete if not applicable.*

**1. PARTICULARS REGARDING THE APPLICANT**

1.1	Full name: .....
-----	------------------

1.2	Trade name:.....
-----	------------------

1.3 Full business / residential address: ..... ..... ..... .....	1.4 Postal address: ..... ..... ..... Postal code : .....
--	---

1.5 Telephone number: .....	1.6 Telefax number: .....
-----------------------------	---------------------------

1.7 Cellular phone number: .....	1.8 E-mail address : .....
----------------------------------	----------------------------

1.9 SITA code (if any): .....	1.10 Telex number: .....
-------------------------------	--------------------------

1.11 Legal status of applicant(individual/corporation/company/trust/other - specify):  
.....

1.12 Registration number in the case of a close corporation/company/trust: .....  
.....

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/  
member/office bearer:

Name	Position	Identity Number	Nationality	Country of permanent residence
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.

.....  
Signature

.....  
Date

2. APPLICATION FOR THE ISSUING OF A LICENCE OF INTENT

2.1 Full particulars of the area demarcated for the development of the aerodrome, and the location:  
.....  
.....

2.2 Supporting documents:

Mark the appropriate block

- Approval of the local authority
- Environmental impact study
- Approval of the interested Government institutions
- Proof of funding for the development of the aerodrome

Annexure E



REPUBLIC OF NAMIBIA

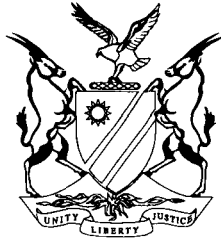
CIVIL AVIATION

LICENCE OF INTENT (AERODROME)

1. Licence number: .....	2. Expiry date: .....
3. Description of area demarcated for the development of the aerodrome ..... .....	
4. Name of holder: .....	
5. Physical address of holder: ..... ..... ..... .....	6. Postal address of holder: ..... ..... ..... Postal code: .....
7. Conditions and restrictions : .....	
8. I hereby certify that the holder of this licence has been duly licensed in accordance with Part 139 of the Namibian Civil Aviation Regulations, 1999.	

.....  
Director: Civil Aviation

.....  
Date of issue

*Annexure F***REPUBLIC OF NAMIBIA****CIVIL AVIATION****NOTIFICATION OF HELIPORT DATA AND INFORMATION**

(Reserved).



Annexure G



REPUBLIC OF NAMIBIA

CIVIL AVIATION

APPLICATION FOR THE ISSUING OF A HELIPORT LICENCE  
APPLICATION FOR THE AMENDMENT OF A HELIPORT LICENCE  
APPLICATION FOR THE RENEWAL OF A HELIPORT LICENCE

Notes:

- (i) An application for the issuing of a heliport licence, or an amendment thereof, must comply with the provisions of CAR 139.03.10.
- (ii) An application for the renewal of a heliport licence must comply with the provisions of CAR 139.03.17.
- (iii) Section 1 of this form must be completed in all cases.
- (iv) All other sections must be completed if applicable to the specific application.
- (v) The original application must be submitted to the Director: Civil Aviation.
- (vi) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.
- (vii) Please delete if not applicable.

Mark the appropriate block:

- Application for the issuing of a heliport licence
- Application for the amendment of a heliport licence
- Application for the renewal of a heliport licence

1. PARTICULARS REGARDING THE APPLICANT/HOLDER

1.1	Full name: .....
-----	------------------

1.2	Trade name:.....
-----	------------------

1.3	Full business / residential address: ..... ..... ..... .....	1.4	Postal address: ..... ..... ..... Postal code : .....
-----	--	-----	---

1.5 Telephone number: .....	1.6 Telefax number: .....
-----------------------------	---------------------------

1.7 Cellular phone number: .....	1.8 E-mail address : .....
----------------------------------	----------------------------

1.9 SITA code (if any): .....	1.10 Telex number: .....
-------------------------------	--------------------------

1.11 Legal status of applicant/holder (individual/close corporation/company/trust/other -specify): .....
---

1.12 Registration number in the case of a close corporation/company/trust: ..... .....
---

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/ member/office bearer:				
Name	Position	Identity Number	Nationality	Country of permanent residence
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date

2. APPLICATION FOR THE ISSUING OF A HELIPORT LICENCE

2.1 Category heliport applied for: .....
--

2.2 Particulars of non-compliance with, or deviations from, heliport design, operation or equipment standards: ..... .....
--

2.3 Particulars of non-compliance with, or deviations from, airspace classification requirements: ..... .....
---

2.4	Supporting documents:  Mark the appropriate block <ul style="list-style-type: none"><li>• Operations manual</li><li>• Approval of the local authority</li><li>• Environmental impact report</li><li>• Approval of interested Government institutions</li><li>• Proof of financial capability</li><li>• Plans of the heliport</li></ul>
-----	--

3. APPLICATION FOR THE AMENDMENT OF A HELIPORT LICENCE

3.1	Licence Number: .....	3.2	Expiry date: .....
-----	-----------------------	-----	--------------------

3.3	Particulars of amendments applied for: ..... .....
-----	--

3.4	Particulars of non-compliance with, or deviations from, heliport design, operation or equipment standards in respect of amendments applied for: ..... .....
-----	---

3.5	Particulars of non-compliance with, or deviations from, airspace classification requirements in respect of amendments applied for: ..... .....
-----	--

3.6	Supporting documents:  Mark the appropriate block <ul style="list-style-type: none"><li>• Amended operations manual</li><li>• Approval of the local authority</li><li>• Amended environmental impact report</li><li>• Approval of interested Government institutions</li><li>• Proof of financial capability</li><li>• Amended plans of the heliport</li></ul>
-----	--

4. APPLICATION FOR THE RENEWAL OF A HELIPORT LICENCE

4.1	Licence Number: .....	4.2	Expiry date: .....
-----	-----------------------	-----	--------------------

4.3	Category heliport applied for: ..... .....
-----	--

4.4	Particulars of non-compliance with, or deviations from, heliport design, operation or equipment standards in respect of amendments: ..... .....
-----	---

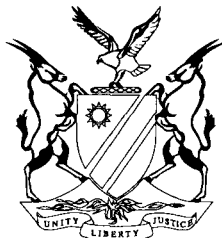
4.5 Particulars of non-compliance with, or deviations from, airspace classification requirements in respect of amendments applied for:

.....  
.....

4.6 Supporting documents:

Mark the appropriate block

- Operations manual
- Approval of the local authority
- Environmental impact report
- Approval of interested Government institutions
- Proof of financial capability
- Plans of the heliport

*Annexure H***REPUBLIC OF NAMIBIA****CIVIL AVIATION****HELIPORT LICENCE**

1. Licence number: .....	2. Expiry date: .....
3. Category heliport: .....	
4. Description of heliport: .....	
5. Name of holder: .....	
6. Physical address of holder: ..... ..... ..... .....	7. Postal address of holder: ..... ..... ..... Postal code: .....
8. Conditions and restrictions : ..... ..... .....	
9. I hereby certify that the holder of this licence has been duly licensed in accordance with Part 139 of the Namibian Civil Aviation Regulations, 1999.	

.....  
 Director: Civil Aviation

.....  
 Date of issue

*Annexure I***REPUBLIC OF NAMIBIA****CIVIL AVIATION****APPLICATION FOR THE ISSUING OF A LICENCE OF INTENT  
(HELIPORT)****Notes:**

- (i) *An application for the issuing of a licence of intent, must comply with the provisions of CAR 139.03.18.*
- (ii) *Section 1 of this form must be completed in all cases.*
- (iii) *All other sections must be completed if applicable to the specific application.*
- (iv) *The original application must be submitted to the Director: Civil Aviation.*
- (v) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vi) *Please delete if not applicable.*

**1. PARTICULARS REGARDING THE APPLICANT**

1.1	Full name: .....
-----	------------------

1.2	Trade name:.....
-----	------------------

1.3 Full business / residential address: ..... ..... ..... .....	1.4 Postal address: ..... ..... ..... Postal code : .....
--	---

1.5 Telephone number: .....	1.6 Telefax number: .....
-----------------------------	---------------------------

1.7 Cellular phone number: .....	1.8 E-mail address : .....
----------------------------------	----------------------------

1.9 SITA code (if any): .....	1.10 Telex number: .....
-------------------------------	--------------------------

1.11 Legal status of applicant/holder (individual/close corporation/company/trust/other -specify): .....
---

1.12 Registration number in the case of a close corporation/company/trust: .....
--

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/ member/office bearer:
--

Name	Position	Identity Number	Nationality	Country of permanent residence
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

1.14 The applicant declares hereby that the particulars provided in this application are true in every respect.
---

.....  
Signature

.....  
Date

## 2. APPLICATION FOR A LICENCE OF INTENT

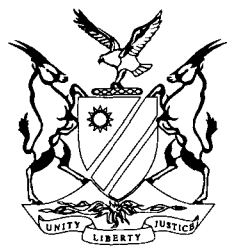
2.1 Full particulars of the area demarcated for the development of the heliport, and the location: .....
---

2.2 Supporting the documents:
-------------------------------

Mark the appropriate block

- Approval of the local authority
- Environmental impact study
- Approval of interested Government institutions
- Proof of funding for the development of the heliport

Annexure J



REPUBLIC OF NAMIBIA  
CIVIL AVIATION  
LICENCE OF INTENT (HELIPORT)

1. Licence number: .....	2. Expiry date: .....
3. Description of area demarcated for the development of the heliport: ..... .....	
4. Name of holder: .....	
5. Physical address of holder: ..... ..... .....	6. Postal address of holder: ..... ..... Postal code: .....
7. Conditions and restrictions : ..... ..... .....	
8. I hereby certify that the holder of this licence has been duly licensed in accordance with Part 139 of the Namibian Civil Aviation Regulations, 1999.	

.....  
Director: Civil Aviation

.....  
Date of issue



*Annexure K***REPUBLIC OF NAMIBIA****CIVIL AVIATION****AERODROME/HELIPORT FINANCIAL DATA****Notes:**

- (i) *The statistical information in respect of each calendar year/financial year must be furnished to the Director within 90 days from the last day of such calendar year/financial year in order that effect can be given to the provisions of Article 67 of the Chicago Convention, 1944, concerning the filing of statistical information with the International Civil Aviation Organisation.*
- (ii) *Wherever the word "aerodrome" appears on this form, it should be interpreted to include a heliport.*
- (iii) *This form must be completed by the operator of an aerodrome which serves aircraft used in international commercial air transport operations.*
- (iv) *Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.*
- (v) *The instructions to be followed when completing this form, appear at the end thereof.*

**1. PART 1 - Declaration**

1.1 Full name of aerodrome operator:

.....

1.2 Number of aerodrome licence to which the enclosed statistics relate:

.....

1.3 Calendar year/financial year to which the enclosed statistics relate:

.....

1.4 Enquiries in connection with the enclosed statistics may be addressed to:

1.4.1 Name of person : .....  
 1.4.2 Position : .....  
 1.4.3 Telephone number : .....  
 1.4.4 Fax Number : .....

1.5 I, ..... (name)  
 in my capacity as ..... (position)  
 hereby certify that the statistical information in this form, is to the best of my knowl-  
 edge, correct.

Signature: ..... Date: .....

## PART 2 - Information regarding income, expenses and investments

DESCRIPTION	AMOUNTS		DATA PROCESS- ING CODE
	SUB-TOTAL	TOTAL	
<b>INCOME</b>			
1. Air traffic operations .....		_____	11
1.1 Aircraft related charges .....	_____		12
1.2 Passenger related charges .....	_____		13
1.3 Other charges on air traffic operations .....	_____		14
2. Ground handling charges .....		_____	15
3. Concessions .....		_____	21
Of which, fuel and oil .....	_____		22
4. Rentals .....		_____	23
5. Other revenues .....		_____	24
6. Total revenues (sum of items 1 to 5 inclusive) .....		_____	25
7. Operating subsidies .....		_____	31
8. TOTAL INCOME (sum of items 6 and 7) .....		_____	32
<b>EXPENSES</b>			
9. Operation and maintenance (including labour) .....		_____	33
9.1 Personnel costs .....	_____		34
9.2 Supplies .....	_____		35
9.3 Services - contracted .....	_____		41
10. Administrative overheads .....		_____	42
11. Other non -capital costs .....		_____	43
12. Capital costs .....		_____	44
12.1 Depreciation and/or amortization .....	_____		45
12.2 Interest .....	_____		51
12.3 Other capital costs .....	_____		52
13. TOTAL EXPENSES (sum of items 9 to 12 inclusive) .....		_____	53
<b>INVESTMENTS</b>			
14. Gross capital investments during the year .....		_____	54
14.1 Aircraft movement areas .....	_____		55
14.2 Terminal buildings (owned by aerodrome operator) .....	_____		61
14.3 Equipment and vehicles .....	_____		62
14.4 Other facilities .....	_____		63
14.5 Land .....	_____		64





3. *Concessions:* Fees payable by commercial enterprises for the right to sell goods and services at the aerodrome.

*Aviation fuel and oil:* All concession fees, including any throughput charges, payable by oil companies for the right to sell aviation fuel and lubricants at the aerodrome.

4. *Rentals*

Rentals payable by commercial enterprises and other entities for the use of aerodrome owned building space, land or equipment. Such rentals should include those payable by aircraft operators for aerodrome owned premises and facilities (e.g. Check-in and sales counters and administrative offices) other than those already covered under item 1: Air Traffic Operations.

5. *Other Revenues*

Any revenues not already included in items 1 to 4 inclusive above, but excluding operating subsidies which are covered in item 7 below.

6. *Total Revenues*

Sum of items 1 to 5 inclusive above.

7. *Operating Subsidies*

Payments received and set against regular aerodrome annual expenses, not capital investments and not requiring the provision of services in return or other expenses to be incurred.

8. *Total Income*

Sum of items 6 and 7.

B. **EXPENSES**

Include in this part all expenses incurred by the aerodrome for the provision of facilities and services. Where facilities and services are provided to the aerodrome by another agency, the aerodrome should report only reimbursements made to that agency.

9. *Operation and Maintenance, Including Labour*

- 9.1 *Personnel Costs:* Direct remuneration to personnel as well as expenses for social and medical insurance, pensions, remuneration in kind (e.g., board and accommodation), travel subsistence allowances, employee training and such other costs which may be associated with employee compensation or development.
- 9.2 *Supplies:* Costs of spare parts and consumable materials which the aerodrome actually incorporates or expends in providing facilities or services without the assistance of agencies or enterprises outside the aerodrome authority (see 9.3 below). Such costs would include the operation and maintenance of fixed assets (e.g., vehicles, machinery, furniture and fixtures) provided such items are not also listed as depreciable assets. Costs of supplies and services required for heating, air conditioning, lighting, water sanitation, postage, etc., would also be included.
- 9.3 *Services – contracted:* Payments made to others for provision of aerodrome facilities and services.

#### 10. *Administrative Overheads*

To the extent that they have not been reported under item 9 above, include the costs of common administrative services such as overall management, economic planning, etc.

#### 11. *Other Non-capital Costs*

Non-capital costs not included in items 9 or 10 above. Such costs would include national and other governmental taxes (e.g., property and income taxes) payable by the aerodrome as a taxable entity but would exclude any sales or other taxes collected from third parties on behalf of government taxing authorities (e.g., sales tax on goods and services sold in aerodrome-operated shops and income tax deductions from staff salaries).

#### 12. *Capital Costs*

12.1 *Depreciation and/or amortization:* The amount by which the value of the assets has decreased during the year due to physical deterioration, obsolescence and other such factors that limit their productive life. Also to be included are amounts by which intangible assets (e.g., developmental and training costs) have been written off during the year.

12.2 *Interest:* Interest paid or payable on debt during the year as well as any interest computed on capital assets.

12.3 *Other capital costs:* Includes long-term leases and capital repayments where an airport applies cash accounting instead of depreciation.

#### 13. *Total Expenses*

Sum of items 9 to 12 inclusive above.

### C. INVESTMENTS

#### 14. *Gross Capital Investments*

For each group of assets listed, report the value of any fixed assets acquired during the year.

*Note – when an asset, such as a terminal building, is being completed gradually over a period of years, the capital expenditure incurred during the year should be reported rather than the accumulated total once the asset is put into commission.*

#### *Aerodrome Accounts*

*Accrual accounting:* income is credited to the period in which it is earned and expenses charged to the period when incurred.

*Cash accounting:* income is credited when received and expenses are recorded when paid.

#### *Capital Asset Valuations*

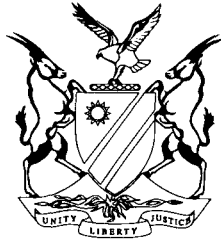
*Historic value:* assets are valued at their original cost without regard to interim changes in market values.

*Current value:* assets are valued at their current replacement cost.

## SYMBOLS

Please use the following symbols when completing this form:

- ≡ Estimated data.
- & Magnitude less than half the unit value.
  - Magnitude nil.
  - Category not applicable.
  - Data not available.

*Annexure L***REPUBLIC OF NAMIBIA****CIVIL AVIATION****AERODROME/HELIPORT TRAFFIC STATISTICS****Notes:**

- (i) *The statistical information in respect of the three consecutive months of each quarter must be furnished to the Director within 30 days from the last day of such quarter in order that effect can be given to the provisions of Article 67 of the Chicago Convention, 1944, concerning the filing of statistical information with the International Civil Aviation Organisation.*
- (ii) *Wherever the word "aerodrome" appears on this form, it should be interpreted to include a heliport.*
- (iii) *This form must be completed by the operator of an aerodrome which serves aircraft used in international commercial air transport operations.*
- (iv) *Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.*
- (v) *The instructions to be followed when completing this form, appear at the end thereof.*

**PART 1 – Declaration**

1.1 Full name of aerodrome operator:

.....

1.2 Number of aerodrome licence to which the enclosed statistics relate:

.....

1.3 Quarter (three consecutive months) to which the enclosed statistics relate:

.....



1.4	Enquiries in connection with the enclosed statistics may be addressed to:	
1.4.1	Name of person	: .....
1.4.2	Position	: .....
1.4.3	Telephone number	: .....
1.4.4	Fax number	: .....

1.5	I, ..... (name) in my capacity as..... (position) hereby certify that the statistical information contained in this form is, to the best of my knowledge, correct.	
Signature: .....		
Date:.....		

## PART 2 – Information regarding aerodrome traffic

DESCRIPTION	Aircraft Movements Total	Passengers				Cargo (Tonnes)			Mail (Tonnes)		
		Embarked	Disembarked	Total (Col. c + Col. d)	Direct Transit	Loaded	Unloaded	Total	Loaded	Unloaded	Total
a	b	c	d	e	f	g	h	i	j	k	l
Month: .....											
A Commercial Air Transport:											
1. International scheduled .....											
2. International non-scheduled .....											
3. Total international (1 + 2) <sup>1</sup> .....											
4. Domestic scheduled and non-scheduled .....											
5. Total Commercial Air Transport (3+4) .....											
6. All cargo /mail services <sup>2</sup> .....		X X	X X	X X	X X						
B All Other Movements .....		X X	X X	X X	X X	X X	X X	X X	X X	X X	X X
Month: .....											
A Commercial Air Transport:											
1. International scheduled .....											
2. International non-scheduled .....											
3. Total international (1 + 2) <sup>1</sup> .....											
4. Domestic scheduled and non-scheduled .....											
5. Total Commercial Air Transport (3+4) .....											
6. All cargo /mail services <sup>2</sup> .....		X X	X X	X X	X X						
B All Other Movements .....		X X	X X	X X	X X	X X	X X	X X	X X	X X	X X
Month: .....											
A Commercial Air Transport:											
1. International scheduled .....											
2. International non-scheduled .....											
3. Total international (1 + 2) <sup>1</sup> .....											
4. Domestic scheduled and non-scheduled .....											
5. Total Commercial Air Transport (3+4) .....											
6. All cargo /mail services <sup>2</sup> .....		X X	X X	X X	X X						
B All Other Movements .....		X X	X X	X X	X X	X X	X X	X X	X X	X X	X X

1 Data need not be reported in Row 3 in many cases.

2 This traffic is to be included also in Rows 1 to 5 inclusive.

**INSTRUCTIONS TO BE FOLLOWED WHEN COMPLETING THIS FORM****CLASSIFICATION CRITERIA – INTERNATIONAL VERSUS DOMESTIC**

The criteria given below should be used wherever possible. “Aircraft Movement” criteria are for preparing data for column *b*.

The “Passenger, Cargo and Mail Traffic” criteria are to be used for columns *c* to *l* inclusive.

*Aircraft movements (Column b)*

*International:* all flights of national or foreign aircraft whose origin or destination is located in the territory of a State other than that in which the aerodrome under consideration is located.

*Domestic:* all flights of national or foreign aircraft, in which all the aerodromes are located in the territory of the same State.

*NOTE:* The flight is considered in both cases as consisting of the total of its flight stages; technical stops are not taken into account.

*Passenger, cargo and mail traffic (Columns c to l inclusive)*

*International:* applies to passengers, cargo and mail disembarked at an aerodrome located in a country other than that of the aerodrome of embarkation, or vice versa.

*Domestic:* applies to passengers, cargo and mail disembarked in an aerodrome located in the State of the aerodrome of embarkation, or vice versa.

**ROWS**

This section includes definitions and specifications of the statistical data categories listed in column *a*. The term “loads” refers to the passengers, cargo and mail carried by the aircraft.

Be sure to study CLASSIFICATION CRITERIA Section before reporting data in the categories described below.

*Commercial Air Transport (Part A)**International scheduled (Row 1)*

Report under this heading data concerning the aircraft movements (and loads) of international flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognisably systematic series, which are open to use by members of the public; extra revenue flights occasioned by overflow traffic from scheduled flights.

*International non-scheduled (Row 2)*

Report under this heading the aircraft movements (and loads) of international charter and special flights other than those reported under scheduled flights, performed for remuneration or an irregular basis including empty flights related thereto, inclusive tours other than those reported under scheduled services, and blocked-off charters.

*Total international (Row 3)*

This row is required only in cases when an aerodrome has both international scheduled traffic and international non-scheduled traffic, but cannot report them separately in Rows 1 and 2 above.

*Domestic scheduled and non-scheduled (Row 4)*

Report under this heading both scheduled and non-scheduled services of commercial air transport operators only.

*Total Commercial Air Transport (Row 5)*

Means international and domestic air transport services, both scheduled and non-scheduled, which are available to the public for the transportation of passengers, mail or cargo, for remuneration.

*All-cargo/mail services (Row 6)*

Report on this line, if the information is available, data concerning flights performed by aircraft carrying loads other than passengers, i.e. cargo, mail and baggage. Exclude all flights carrying one or more revenue passengers and those listed in schedules as passenger service.

*NOTE: Traffic of all-cargo/mail services should also be included in the data on aircraft movements, cargo and mail tonnage that are reported in Rows 1 to 5 inclusive.*

*All Other Movements (Part B)*

Report on this line all aircraft movements, other than those of commercial air transport. Include commercial activities such as:

- Agricultural.
- Aerial recording by photographic or electronic means.
- Pilot training (at training schools).
- Business and executive flying.

*NOTE: This category also includes the movements of military aircraft.*

**STATISTICS TO BE REPORTED***Aircraft movements – Total (Column b)*

Arrivals and departures must be counted separately, i.e. one arrival and one departure must be counted as two movements.

*NOTE: Local aircraft movements, i.e. movements of aircraft which take off and land at the same aerodrome within a short period of time, may be excluded, in which case this should be noted on the form.*

*Passengers (Columns c to f inclusive)*

*Embarked (Column c)* applies to revenue and non-revenue passengers whose air journey begins at the reporting aerodrome or to disembarked passengers who continue their air journey, other than those passengers reported under Column f.

*Disembarked (Column d)* applies to passengers whose air journey terminates

at the reporting aerodrome or to passengers who will continue their air journey, other than those passengers reported under Column *f*.

*Total* (Column *e*) is the sum of passengers embarked plus disembarked (Column *c* plus Column *d*).

*Direct transit* (Column *f*) applies to passengers who continue their journey on a flight having the same flight number as the flight on which they arrived.

*NOTE: Passengers in direct transit will thus be counted once only. Other transit passengers and stop-over passengers will be counted twice, one as embarked and once as disembarked.*

*Cargo and mail tonnes* (Columns *g* to *l* inclusive)

*Cargo includes* express and diplomatic bags but *not* passenger baggage.

*Loaded and unloaded.* These terms as applied to cargo and mail have meanings similar to “embarked” and “disembarked” above.

## SYSTEM OF MEASUREMENT

Report metric tonnes to the nearest tenth of a tonne. Use the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb)	=	0,907 tonnes
1 long ton (2 240 lb)	=	1,016 tonnes

## SYMBOLS

Please use the following symbols when completing this Form:

- ≡ Estimated data.
  - & Magnitude less than half the unit value.
  - Magnitude nil.
  - Category not applicable.
  - Data not available.
-