

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

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**AUTORITE AERONAUTIQUE**  
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*Le Directeur Général*  
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REPUBLIC OF CAMEROON

Peace -- Work -- Fatherland

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**CAMEROON CIVIL AVIATION AUTHORITY**  
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*The Director General*  
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CIRCULAR N° 000015 /C/CCAA/DG of 18 SEPT 2020

**Relating to the preparation of aerodromes to manage the increase of operations following the outbreak of COVID-19**

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## 1. INTRODUCTION

### 1.1. Subject

- (1) The purpose of this circular is to provide safety recommendations for the preparation of aerodromes to resume operations following the outbreak of COVID-19.
- (2) It covers the following aspects:
  - Audits and inspections carried out by the aerodrome operator;
  - Possible implementation of new procedures;
  - Training, awareness, and communication actions towards staff and third parties prior to the resumption of operations;
  - Maintenance actions on critical installations or equipment interrupted.

### 1.2. Applicability

This circular applies to:

- aerodrome operators;
- air navigation service providers; and
- ground handling service providers.

### 1.3. Description of changes

Not applicable.

## 2. REQUIREMENTS AND REFERENCES

### 2.1. Requirements

- (a) Loi N°2013/010 du 24 juillet 2013 portant régime de l'aviation civile au Cameroun ;
- (b) Décret N°2003/2032/PM du 04 septembre 2003 portant conditions de création, d'ouverture, de classification, d'exploitation et de fermeture des aérodromes et servitudes aéronautiques ;
- (c) Décret N°2015/0996/PM du 15 avril 2015 portant organisation de la prévention du risque aviaire et animalier sur les aérodromes du Cameroun ;
- (d) Arrêté N°0001545/MINT du 15 novembre 2006 fixant les conditions de certification des aérodromes ;
- (e) Arrêté N°00007/A/MINT du 10 juin 2010 fixant les normes de conception, de construction et d'exploitation des aérodromes au Cameroun ;

### 2.2. Reference documents

- (a) SIB No.: 2020-07 – Preparation of Aerodromes to Resume Operations, 04 May 2020, EASA;

- (b) Pandemic – Aviation Safety Roadmap, Version 2, May 2020, FSF;
- (c) Aviation Operations During COVID-19, Business Restart and Recovery, May 2020, ACI;
- (d) Dossier COVID-19\_Aerodromes, France Aviation Civile Services.

### 3. DEFINITIONS AND ABBREVIATIONS

- (1) The following definitions are used in this circular:

Not applicable.

- (2) The following abbreviations are used in this circular:

- (a) AIP: Aeronautical Information Publication
- (b) AIP SUP: AIP supplement
- (c) COVID19: Coronavirus Disease 2019
- (d) FOD: Foreign Object Debris
- (e) MET: Meteorological services
- (f) NAVAIDS: Navigational Aids
- (g) NOTAM: Notice to air men
- (h) OFZ: Obstacle Free Zone
- (i) OLS: Obstacle Limitation Surface
- (j) PAPI: Precision Approach Path Indicator
- (k) RFFS: Rescue and Fire Fighting Service.

### 4. CONTEXT

- (1) Following the outbreak of COVID-19 and due to the limitations imposed by the Government, most of the flights have been suspended and aerodromes have been forced to scale down their operations until normal traffic resume. In addition, regular inspections and maintenance may not always be performed according to schedule, and a number of staff may have been made redundant or may have not completed the required training, thereby limiting capability of the aerodrome to cope with increasing traffic.
- (2) Although the current traffic is low and it is not possible to determine when normal operations will resume, it is important that aerodromes are prepared in order to operate safely when time comes. For this reason, under their safety management system and in cooperation with air navigation service and ground handling service providers, the aerodrome operators should establish a plan that should be implemented prior to the increase of operations.

## **5. RECOMMANDATIONS**

### **5.1. Generalities**

- (1) The following recommendations aim to support the safe operation of aircraft at an aerodrome and should be considered along with any other instructions related to health and security issues, as well as the provision of ground handling services.
- (2) The most critical elements that should be assessed for the safe recovery of aerodrome operation are the following:
  - Aeronautical information and aerodrome data;
  - Access to the movement area;
  - Apron management and safety;
  - Inspection of movement area;
  - Maintenance of movement area;
  - Navaids protections;
  - Obstacles;
  - Removal of disabled aircraft;
  - Rescue and firefighting;
  - Safety during aerodrome works;
  - Visual aids and aerodrome electrical systems;
  - Vehicles on the movement area;
  - Wildlife hazard management.
- (3) Aerodrome operators together with air navigation service and ground handling service providers, should at least consider the following in their plan when preparing to resume operations:

### **5.2. Infrastructure and ground aids**

#### **Obstacles**

- (1) Ensure that there are no new obstacles in and around the right-of-way, including checking that obstacles limitation surfaces are not breached (OLS and OFZ). If this is the case, have them removed or put in place appropriate marks and aeronautical information if necessary, after verifying that air operations are not compromised.
- (2) Make sure that markers of all authorized obstacles are visible and works at night.

#### **Physical Characteristics**

- (1) Conduct in-depth inspections of the condition of all paved, unpaved surfaces and surroundings of the movement area, paying a particular attention to the cleanliness of these surfaces and the presence of FODs on areas near runways or taxiway.
- (2) Check the drainage systems and storm water collection systems, in order

to ensure that they are unobstructed.

- (3) Report any sign of significant surface degradation (material damage or plants) and carry out corresponding repairs. If the necessary repairs are postponed, the affected degraded areas will be declared unusable (to be specified in a NOTAM). In the case of minor damage, their evolution will have to be monitored and their repair planned.
- (4) Check the state of the vegetation surrounding the runways and the taxiways. If necessary, cut the grass (and evacuate) and make sure that lights, signs, and markers are not obstructed.

### **Electrical power supply systems**

- (1) Check the proper functioning of electrical networks supplying the technical installations and lighting such as the approach, runway and taxiway lighting, visual docking guidance systems, non-visual aids, Meteorology (MET) equipment, Air Traffic Services (ATS) installations, RFFS installations and every alerting and communication system. These checks will apply to inverters, regulators, automates, and for equipment using batteries, their level of charge.
- (2) Verify the proper functioning of electrical backup.
- (3) Perform scheduled maintenance if not completed.

### **Visual and non-visual aids for navigation**

- (1) Check in coordination with the air navigation services the proper functioning of the radio and nav aids, especially those which were not in use during the lockdown period.
- (2) Check:
  - The status of all markers, lights, signs, beacons, and windsocks;
  - The functioning of the lighting (continuity of the mark-up and dedicated circuit);
  - The state and functioning of the PAPI.

### **Facilities**

- (1) Check that all gates are properly closed and looked after, all fences and sewerage systems are in good conditions and that any access is secured by staff with right equipment.
- (2) Check that all staff own the right access badge dedicated to their working area.

## **5.3. Aerodrome services**

### **RFFS (Rescue and Fire Fighting Services)**

- (1) Fix the level of RFFS protection based on the traffic expected during the resumption and verify that the conditions related to this level are met. If

the level of protection changes thereafter, the corresponding checks will be carried out again.

- (2) Check that rescue and firefighting equipment and vehicles provided to the RFFS are in well working order and appropriate to the fixed level of RFFS protection. The maintenance of those equipment should be performed if not completed.
- (3) Ensure the availability of extinguishing agents and RFFS staff appropriate to the fixed RFFS level of protection.
- (4) Ensure that the emergency access used by RFFS vehicles during interventions are well clear of any vehicle or object and allow compliance with the regulatory provisions for response time.
- (5) Test the communication and alert service between the fire station, the control tower, and the vehicles to make sure it works.

#### **Wildlife hazard management**

- (1) Consider the risk of presence of new animals and reinforce runway inspections consequently during the recovery period.
- (2) Proceed with an assessment of wildlife developments on the airfield following the suspension or reduction of activity, and define appropriate scare actions, in anticipation and resumption of exploitation. As such, check the condition of the fences more often and make an analysis of the vicinity of the airfield.

#### **5.4. Operating procedures and others**

##### **Aeronautical information and aerodrome data**

- (1) Perform a general checking of AIP and AIP SUP if necessary.
- (2) Check the accuracy and relevance of NOTAM still in activity.
- (3) New NOTAM should be issued to inform of all changes in airport configuration and airport restriction such as:
  - Taxiing restrictions.
  - infrastructures/equipment non-availability;
  - Changes in procedures that may have an impact on flight operations.
  - Possible new working sites on the airport.

##### **Apron management**

- (1) Check the effective functioning of passenger boarding bridges and visual docking guidance systems, if applicable.
- (2) Prepare a list of available aircraft stands and a stand allocation plan depending on the size of the aerodrome and the expected traffic. The plan should be communicated to the air traffic service and ground handling service providers.

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### **Apron safety**

- (1) Ensure that facilities and equipment used for aircraft refuelling provide uncontaminated fuel and with the correct specification.
- (2) Provide overall inspection of aprons in terms of marking and pavement integrity.
- (3) Collect FOD and remove potential obstacles.

### **Vehicles on movement area**

- (1) Ensure that all the vehicles and equipment operating on the movement area, especially those which have not been used for an extensive period, are maintained and functioning properly.
- (2) Check the proper functioning of communication systems.

### **Disabled aircraft removal plan**

- (1) Ensure the information published in the AIP is reviewed and updated as necessary.
- (2) Check specific procedures about removal of disabled aircraft, precisely the availability and the state of equipment, and their adequation to the expected traffic.
- (3) Check the availability and capability of external operator in charge of possible removal.

### **Safety during aerodrome works**

- (1) Check that work plans are reviewed and revised accordingly and communicated to the contractors and aerodrome personnel.
- (2) Check that construction or maintenance work sites are appropriately marked and lighted.
- (3) For ongoing changes or when resuming construction works, ensure hypothesis and mitigating measures are still relevant and implemented.
- (4) Ensure NOTAMs, Aeronautical Information Publication (AIP) Supplements and amendments related to airside works are validated and updated if necessary.

### **Availability and competence of personnel**

- (1) Ensure the availability of a sufficient number of personnel.
- (2) Ensure the review of training records and, if necessary, conduct refresher trainings. E-Learning training courses may be used to facilitate theoretical training and physical distancing.
- (3) Ensure the content of the aerodrome manual and, in particular, all the procedures contained therein, are reviewed.
- (4) Check if personnel is briefed on the new or changed procedures,



possible changes to the infrastructure that have taken place during the lockdown period. Familiarize themselves with the new working environment.

## 5.5. Coordination and collaboration

### Stakeholders preparedness

- (1) Check that the availability of staff and equipment are ensured by the ground handling service providers.
- (2) Ensure specific procedures are communicated in advance, and a coordination team is established to address issues that may emerge.
- (3) Ensure that fuel suppliers have adequately trained staff and equipment to refuel the aircraft.
- (4) Check Hydrant systems and fuel bowsers to mitigate the risk of fuel contamination.

### Air traffic Services and Meteorology

- (1) Ensure coordination is performed with air traffic services to guarantee the readiness of aerodrome for return to operations and agree upon any operational restrictions.
- (2) Ensure coordination is performed with local MET office to ensure the availability of meteorological services.

## 6. CONTACT

- (1) For more information, please contact: [sdnaa@ccaa.aero](mailto:sdnaa@ccaa.aero)
- (2) Any suggestion to modify this circular will be highly appreciated and can be submitted via the above-mentioned email address.



Paule ASSOUMOU KOKI