****

**EASA Aerodromes Transition**

**Instructions for the completion of the Certification Basis (CB)**

**Introduction**

Upon receipt of the Certification Basis (CB) form from the CAA, the Aerodrome Operator (AO) should complete the documents in the manner described below. In completing the CB, you are firstly describing the infrastructure and facilities available at your aerodrome that allows you to support the type of operation you are proposing. Secondly, you are demonstrating where you are meeting the relevant Certification Specifications (CS) and where not, are providing evidence of mitigation measures.

Completion of the CB is undertaken in 5 phases.

**Phase 1**

The completion of this section only requires the reader to understand the scope of the rules. They do not need further work other than reading the rules and understanding their intent.



**Phase 2**

Begin by completing the individual sections of the CB describing the Infrastructure in place at your aerodrome. The sections are divided into Runway, Taxiway, Apron, etc. for ease of identification. The Aerodrome Operator should just describe what they have. Completed example is shown below for Runways.



**Phase 3**

This Phase is where you compare the actual infrastructure and facilities with what is specified in the CS. To do this, you need to refer to the checklist and against each CS indicate whether the relevant CSs applicable to that infrastructure or facility are met, do not meet or are not applicable. You will need to refer to Book 1 Certification Specifications to enable you to complete this phase. Once you have completed this exercise, you will have a checklist that easily identifies where you do not meet the CSs as well as some CSs that have not yet been addressed; these will be addressed in Phase 4. Completed example is shown below for Runways.



**Phase 4**

As described and shown above. The checklist will easily show where the CS is not met. Attention now reverts back to the description; those parts of the infrastructure or facilities that do not meet the CS need to be identified and mitigation measures developed where appropriate. This is completed on the applicable section of the CB. Completed example is shown below for Runways. *(In this example, the mitigation measures are cross referenced to supporting documentation for ease of completion and recording*)



**Phase 5**

This phase involves finalising the checklist by completing the sections covering the description and recording of any non-compliance as an ELOS or a SC. The aerodrome operator is invited to propose the location for the Non-compliance for final approval by the CAA or discuss the location with the CAA prior to finalising the CB.

The completion of this phase finalises the building of the CB and once the document is signed by the Accountable Manager, or his representative, becomes the legally binding record of the physical characteristics of the aerodrome. As described in the rules, the CB must be reviewed when:

* + operations change (e.g. new a/c)
	+ the infrastructure changes (e.g. new taxiway)
	+ the Agency’s CS change  (i.e. possibly containing new obligation)
	+ incidents or accidents occur
	+ when change are needed that are subject to the general change management principles of ADR.OR.B.040