CARBON LAKE STRATEGY BUSINESS SOLUTIONS

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AIRPORT MANAGEMENT

AIRPORTS - AIRLINES - CONSTRUCTION

OTHER SAFETY CRITICAL INDUSTRIES

CANADIAN AVIATION REGULATIONS AIRPORTS

FEBRUARY 16, 2026

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CANADIAN AVIATION REGULATIONS

LINK

https://laws-lois.justice.gc.ca/eng/regulations/SOR-96-433/index.html

103.04 RECORD KEEPING

103.04 Recording systems, including computer records and microfiche, that do not comprise entries on paper may be used to comply with the record-keeping requirements of these Regulations if

- **(a)** measures are taken to ensure that the records contained in the recording systems are protected, by electronic or other means, against inadvertent loss or destruction and against tampering; and
- **(b)** a copy of the records contained in the recording systems can be printed on paper and provided to the Minister on reasonable notice given by the Minister.

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106.02 ACCOUNTABLE EXECUTIVE APPOINTMENT AND ACCEPTANCE

- **106.02 (1)** The applicant for, or the holder of, a certificate referred to in section 106.01 shall
    - **(a)** appoint an individual as accountable executive to be responsible for operations or activities authorized under the certificate and accountable on their behalf for meeting the requirements of these Regulations;
    - **(b)** notify the Minister of the name of the person appointed; and
    - **(c)** ensure that the accountable executive submits to the Minister a signed statement that they accept the responsibilities of their position within 30 days after their appointment.
- **(2)** No person shall be appointed under subsection (1) unless they have control of the financial and human resources that are necessary for the activities and operations authorized under the certificate.

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107.02 ESTABLISHING A SAFETY MANAGEMENT SYSTEM

107.02 The applicant for, or the holder of, a certificate referred to in subsections 107.01(1) or (2) shall establish and maintain a safety management system.

- SOR/2005-173, s. 8
- SOR/2014-131, s. 5

107.03 SAFETY MANAGEMENT SYSTEM

107.03 A safety management system shall include

- **(a)** a safety policy on which the system is based;
- **(b)** a process for setting goals for the improvement of aviation safety and for measuring the attainment of those goals;
- **(c)** a process for identifying hazards to aviation safety and for evaluating and managing the associated risks;
- **(d)** a process for ensuring that personnel are trained and competent to perform their duties;
- **(e)** a process for the internal reporting and analyzing of hazards, incidents and accidents and for taking corrective actions to prevent their recurrence;
- **(f)** a document containing all safety management system processes and a process for making personnel aware of their responsibilities with respect to them;

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- **(g)** a quality assurance program;
- **(h)** a process for conducting periodic reviews or audits of the safety management system and reviews or audits, for cause, of the safety management system; and
- **(i)** any additional requirements for the safety management system that are prescribed under these Regulations.

S107.04 MS SIZE AND COMPLEXITY

107.04 A safety management system shall be adapted to the size, nature and complexity of the operations, activities, hazards and risks associated with the operations of the holder of a document referred to in section 107.01.

302.03 ISSUANCE OF AIRPORT CERTIFICATE

- **302.03 (1)** Subject to subsection 6.71(1) of the Act, the Minister shall issue an airport certificate to an applicant authorizing the applicant to operate an aerodrome as an airport if the proposed airport operations manual, submitted pursuant to paragraph 302.02(1)(b), is approved by the Minister pursuant to subsection (2) and
    - **(a)** the standards set out in the aerodrome standards and recommended practices publications are met; or
    - **(b)** on the basis of an aeronautical study, the Minister determines that

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        - **(i)** the level of safety at the aerodrome is equivalent to that provided for by the standards set out in the aerodrome standards and recommended practices publications, and
        - **(ii)** the issuance of the airport certificate is in the public interest and not detrimental to aviation safety.

- **(2)** The Minister shall approve a proposed airport operations manual if it
    - **(a)** accurately describes the physical specifications of the aerodrome; and
    - **(b)** conforms to the requirements set out in the aerodrome standards and recommended practices publications that apply in respect of an airport operations manual.
- **(3)** Where an aerodrome does not meet a standard set out in the aerodrome standards and recommended practices publications, the Minister may specify in the airport certificate such conditions relating to the subject-matter of the standard as are necessary to ensure a level of safety equivalent to that established by the standard and as are necessary in the public interest and to ensure aviation safety.

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302.07 OBLIGATIONS OF OPERATOR

- **302.07 (1)** The operator of an airport shall
  - **(a)** comply
    - **(i)** subject to subparagraph (ii), with the standards set out in the aerodrome standards and recommended practices publications, as they read on the date on which the airport certificate was issued,
    - **(ii)** in respect of any part or facility of the airport that has been replaced or improved, with the standards set out in the aerodrome standards and recommended practices publications, as they read on the date on which the part or facility was returned to service, and
    - **(iii)** with any conditions specified in the airport certificate by the Minister pursuant to subsection 302.03(3);
  - **(b)** without charge, at the request of a Department of Transport inspector, allow access to airport facilities and provide the equipment necessary to conduct an inspection of the airport;
  - **(c)** review each issue of each aeronautical information publication on receipt thereof and, immediately after such review, notify the Minister of any inaccurate information contained therein that pertains to the airport;

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- **(c.1)** provide to the provider of aeronautical information services, in the manner specified in the processes and procedures established by the provider of aeronautical information services, information on the airport in accordance with the applicable requirements set out in the aerodrome standards and recommended practices publications;
- **(d)** notify the provider of aeronautical information services before any planned change to the airport, the airport facilities or the level of service at the airport that has been planned in advance and that is likely to affect the accuracy of the information contained in an aeronautical information publication;
- **(e)** as the circumstances require for the purpose of ensuring aviation safety, inspect the airport
  - **(i)** as soon as practicable after any aviation occurrence, as that term is defined in section 2 of the *Canadian Transportation Accident Investigation and Safety Board Act*,
  - **(ii)** during any period of construction or repair of the airport or of airport facilities that are designated in the airport certificate, and

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        - **(iii)** at any other time when there are conditions at the airport that could be hazardous to aviation safety;
    - **(f)** notify the Minister in writing of any change in airport operations within 14 days after the date of the change; and
    - **(g)** assign duties on the movement area and any other area set aside for the safe operation of aircraft, including obstacle limitation surfaces, at the airport, which are described in the airport operations manual, only to employees who have successfully completed a safety-related initial training course on human and organizational factors.
- **(2)** Subject to subsection (3), the operator of an airport shall give to the Minister, and cause to be received at the appropriate air traffic services unit, immediate notice of any of the following circumstances of which the operator has knowledge:
    - **(a)** any projection by an object through an obstacle limitation surface relating to the airport;
    - **(b)** the existence of any obstruction or hazardous condition affecting aviation safety at or in the vicinity of the airport;
    - **(c)** any reduction in the level of services at the airport that are set out in an aeronautical information publication;

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- **(d)** the closure of any part of the manoeuvring area of the airport; and
- **(e)** any other conditions that could be hazardous to aviation safety at the airport and against which precautions are warranted.

- **(3)** Where it is not feasible for an operator to cause notice of a circumstance referred to in subsection (2) to be received at the appropriate air traffic services unit, the operator shall give immediate notice directly to the pilots who may be affected by that circumstance.
- **(4)** The operator of an airport may remove from the surface of the airport any vehicle or other obstruction that is likely to be hazardous to aviation safety at or in the vicinity of the airport.

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302.08 AIRPORT OPERATIONS MANUAL

- **302.08 (1)** The operator of an airport shall
    - **(a)** on the issuance of an airport certificate, provide the Minister with a copy of the airport operations manual, as approved by the Minister pursuant to subsection 302.03(2), and distribute copies of the applicable portions to the persons and institutions referred to in the airport operations manual;
    - **(b)** maintain the airport operations manual; and
    - **(c)** submit to the Minister for approval any proposed amendment to the airport operations manual.
- **(2)** The provisions of this Subpart that apply in respect of the making of an airport operations manual also apply in respect of any amendment to an airport operations manual.
- **(3)** An airport operations manual shall set out the standards to be met and the services to be provided by an airport operator.
- **(4)** An airport operations manual shall contain
    - **(a)** a table of contents;
    - **(b)** any information relating to the administration of the airport, including
        - **(i)** a record of any amendments to the airport operations manual,

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- **(ii)** a list of holders of copies of the airport operations manual or of portions thereof,
- **(iii)** a description of the procedure for amendment of the airport operations manual,
- **(iv)** a description of the organizational structure and operational procedures of the airport management,
- **(v)** an enumeration of the obligations of the operator referred to in section 302.07,
- **(vi)** an undertaking, signed by the operator, in respect of the operator's obligations under paragraphs 302.07(1)(c) and (d),
- **(vii)** a statement, signed by the operator, certifying that the airport operations manual is complete and accurate, and that the operator agrees to comply with all of the conditions and specifications referred to therein,
- **(viii)** a statement, signed by the Minister, that the Minister has approved the airport operations manual and any amendments thereto, and

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- **(ix)** a copy of any agreement or memorandum of understanding that affects the operation of the airport;

- **(c)** all of the information necessary to verify that the airport meets the applicable standards set out in the aerodrome standards and recommended practices publications, as they read on the date on which the airport certificate was issued, and satisfies any conditions specified by the Minister pursuant to subsection 302.03(3) in respect of
  - **(i)** physical characteristics,
  - **(ii)** obstacle limitation surfaces,
  - **(iii)** declared distances,
  - **(iv)** lighting,
  - **(v)** markers,
  - **(vi)** markings,
  - **(vii)** signs,
  - **(viii)** emergency response measures,
  - **(ix)** airport safety measures,
  - **(x)** access to the movement area and control procedures, and
  - **(xi)** apron management plans and apron safety plans;

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- **(d)** an enumeration of the facilities and services provided and the measures in effect at the airport, including
  - **(i)** movement area maintenance services,
  - **(ii)** measures for the removal of disabled aircraft,
  - **(iii)** air traffic services and aeronautical information and communication services,
  - **(iv)** navigation aids, and
  - **(v)** aviation weather services;
- **(e)** a description of movement area services and facilities provided at the discretion of the operator; and
- **(f)** with respect to the safety management system required under section 107.02,
  - **(i)** a description of the system's components specified in section 302.502, and
  - **(ii)** a list of the titles, dates and locations of any documents that are not in the airport operations manual and that describe how the operator is meeting its obligations with respect to the safety management system.

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- **(5)** The operator of an airport shall operate the airport in accordance with the airport operations manual.

302.09 WARNING NOTICES

302.09 Where low-flying or taxiing aircraft at or in the vicinity of an airport are likely to be hazardous to pedestrian or vehicular traffic, the operator of the airport shall immediately

- **(a)** post notices warning of the hazard on any public way that is adjacent to the manoeuvring area; or
- **(b)** where such a public way is not owned or controlled by the operator, inform the authorities responsible for posting notices on the public way that there is a hazard.

302.10 PROHIBITIONS

302.10 No person shall

- **(a)** operate an aerodrome referred to in subsection 302.01(1) unless an airport certificate is issued in respect of that aerodrome;
- **(b)** knowingly use an airport in a manner contrary to a condition set out in the airport certificate;
- **(c)** walk, stand, drive a vehicle, park a vehicle or aircraft or cause an obstruction on the movement

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area of an airport, except in accordance with permission given

  - **(i)** by the operator of the airport, and
  - **(ii)** where applicable, by the appropriate air traffic services unit;

- **(d)** operate any vessel, or cause any obstruction, on the surface of any part of a water area of an airport that is to be kept clear of obstructions in the interest of aviation safety, when ordered, by signal or otherwise, to leave or not to approach that area by the appropriate air traffic services unit or by the operator of the airport;
- **(e)** tow an aircraft on an active movement area at night unless the aircraft displays operating wingtip, tail and anti-collision lights or is illuminated by lights mounted on the towing vehicle and directed at the aircraft being towed;
- **(f)** park or otherwise leave an aircraft on an active manoeuvring area at night unless the aircraft displays operating wingtip, tail and anti-collision lights or is illuminated by lanterns suspended from the wingtips, tail and nose of the aircraft;
- **(g)** at an airport, knowingly remove, deface, extinguish or interfere with a marker, marking, light or signal that is used for the purpose of air navigation, except in accordance with permission given

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- **(i)** by the operator of the airport, and
- **(ii)** where applicable, by the appropriate air traffic services unit;

- **(h)** at or in the vicinity of an airport, knowingly display a marker, marking, sign, light or signal that is likely to be hazardous to aviation safety by causing glare or by causing confusion with or preventing clear visual perception of a marker, marking, sign, light or signal that is required under this Subpart;
- **(i)** allow a bird or other animal that is owned by the person or that is in the person's custody or control to be unrestrained within the boundaries of an airport, except for the purpose of controlling other birds or animals at the airport as permitted by the operator; or
- **(j)** discharge a firearm within or into an airport without the permission of the operator of the airport.

302.11 FIRE PREVENTION

- **302.11 (1)** Subject to subsections (2) to (4), no person shall, at an airport, smoke or display an open flame
  - **(a)** on an apron;

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- **(b)** on an aircraft loading bridge or on a gallery or balcony that is contiguous to or that overhangs an apron; or
- **(c)** in an area where smoking or an open flame is likely to create a fire hazard that could endanger persons or property.

- **(2)** The operator of an airport may display flare pots to provide temporary lighting for the take-off or landing of aircraft.
- **(3)** The operator of an airport may, in writing, authorize maintenance or servicing operations on an apron that involve the use, production or potential development of an open flame or that involve the production or potential development of a spark where the operations are conducted in a manner that is not likely to create a fire hazard that could endanger persons or property.
- **(4)** The operator of an airport may permit smoking in an enclosed building or shelter located on an apron where such smoking is not likely to create a fire hazard that could endanger persons or property.

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302.201 AIRPORT EMERGENCY PLAN

INTERPRETATION

302.201 The following definitions apply in this Division.

community organization[Repealed, SOR/2022-267, s. 4]

emergency coordination centre means a designated area to be used in supporting and coordinating emergency operations and whose location is specified under paragraph 302.203(1)(r). (*centre de coordination des urgences*)

full emergency standby means attendance at an emergency scene and preparedness to respond at the necessary level when an aircraft has, or may have, an operational problem that affects flight operations to the extent that there is a possibility of an accident. (*état d'alerte complet*)

on-scene controller means the person identified in an airport emergency plan as being responsible for the overall coordination of the response at an emergency scene. (*coordonnateur sur place*)

table top exercise means an exercise requiring the participation of the organizations and other resources identified in an airport emergency plan to review and coordinate their respective roles, responsibilities and response actions without actually activating the plan. (*exercice en salle*)

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AIRPORT EMERGENCY PLAN

GENERAL

- **302.202 (1)** After consultation with a representative sample of the air operators that use the airport and with organizations that may be of assistance during emergency operations at the airport or in its vicinity, the operator of an airport shall have and maintain an emergency plan for the purpose of identifying
    - **(a)** the emergencies that are likely to occur at the airport or in its vicinity and that could be a threat to the safety of persons or the operation of the airport;
    - **(b)** the measures to activate the emergency plan for each type of emergency;
    - **(c)** the organizations capable of providing assistance in an emergency; and
    - **(d)** any additional resources available at the airport and in the surrounding area.
- **(2)** The operator of an airport shall have and maintain a system of supervision and control that allows the operator to be able to manage the size and complexity of the emergencies referred to in paragraph (1)(a).
- **(3)** The operator of an airport shall

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- **(a)** keep at the airport, in the format of a manual, a copy of an updated version of the emergency plan; and
- **(b)** provide a copy to the Minister on request.

- **(4)** The operator of an airport shall
  - **(a)** review the emergency plan at least once a year after consultation with a representative sample of the air operators that use the airport and the organizations identified in the emergency plan; and
  - **(b)** update the emergency plan as necessary to ensure its effectiveness in emergency operations.

302.203 AIRPORT EMERGENCY PLAN CONTENT

- **302.203 (1)** In an emergency plan, the operator of an airport shall, at a minimum,
  - **(a)** identify the potential emergencies, including
    - **(i)** an aircraft accident or incident
      - **(A)** within the airport boundaries, and
      - **(B)** within a critical rescue and fire-fighting access area that extends 1000 m beyond the ends of a runway and 150 m at 90° outwards from the centreline of the runway, including any part of

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that area outside the airport boundaries,

- **(ii)** an aircraft emergency declared by either air traffic services or a pilot,
- **(iii)** a fuel spill that spreads at least 1.5 m in any direction or exceeds 12 mm in depth,
- **(iv)** a medical emergency,
- **(v)** a fire in which airport operations or passenger safety is threatened,
- **(vi)** an emergency that is related to a special aviation event and that might have an impact on airport operations,
- **(vii)** a natural disaster, and
- **(viii)** any other emergency that is a threat or is likely to be a threat to the safety of persons or to the operation of the airport;

- **(b)** identify the organizations capable of providing assistance during an emergency at an airport or in its vicinity, provide the telephone numbers and other contact information for each organization and describe the type of assistance each can provide;
- **(c)** identify the other resources available at the airport and in the surrounding communities for use during emergency response or recovery

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operations and provide their telephone numbers and other contact information;

- **(d)** describe for emergency situations the lines of authority and the relationships between the organizations identified in the emergency plan and describe how actions will be coordinated among all and within each of the organizations;
- **(e)** identify, for emergency situations, the supervisors and describe the duties of each;
- **(f)** specify the positions occupied by the airport personnel who will respond to an emergency and describe the specific emergency response duties of each;
- **(g)** identify the on-scene controller and describe the controller's emergency response duties;
- **(h)** provide authorization for a person to act as an on-scene controller or a supervisor if they are not airport personnel;
- **(i)** set out the criteria to be used for positioning the on-scene controller within visual range of an emergency scene;
- **(j)** set out the measures to be taken to make the on-scene controller easily identifiable and reachable at all times by all persons responding to an emergency;

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- **(k)** if initial on-scene control has been assumed by a person from a responding organization, describe the procedure for transferring control to the on-scene controller;
- **(l)** describe any training and qualifications required for the on-scene controller and the airport personnel identified in the emergency plan;
- **(m)** describe the method for recording any training provided to the on-scene controller and airport personnel;
- **(n)** describe the communication procedures and specify the radio frequencies to be used to link the operator of the airport with
  - **(i)** the on-scene controller, and
  - **(ii)** the providers of ground traffic control services and air traffic control services at the airport;
- **(o)** describe the communication procedures allowing the on-scene controller to communicate with the organizations identified in the emergency plan;
- **(p)** identify the alerting procedures that
  - **(i)** activate the emergency plan,
  - **(ii)** establish the necessary level of response,

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- **(iii)** allow immediate communication with the organizations identified in the emergency plan in accordance with the required level of response,
- **(iv)** if applicable, confirm the dispatch of each responding organization,
- **(v)** establish the use of standard terminology in communications, and
- **(vi)** establish the use of the appropriate radio frequencies as set out in the emergency plan;

- **(q)** specify
  - **(i)** the airport communication equipment testing procedures,
  - **(ii)** a schedule for the testing, and
  - **(iii)** the method of keeping records of the tests;
- **(r)** for airports designated under Subpart 3, specify the location of the emergency coordination centre used to provide support to the on-scene controller;
- **(s)** describe the measures for dealing with adverse climatic conditions and darkness for each potential emergency set out in paragraph (a);

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- **(t)** describe the procedures to assist persons who have been evacuated if their safety is threatened or airside operations are affected;
- **(u)** describe the procedures respecting the review and confirmation of the following to permit the return of the airport to operational status after an emergency situation:
  - **(i)** emergency status reports,
  - **(ii)** coordination with the coroner and the investigator designated by the Transportation Safety Board of Canada regarding the accident site conditions,
  - **(iii)** disabled aircraft removal,
  - **(iv)** airside inspection results,
  - **(v)** accident or incident site conditions, and
  - **(vi)** air traffic services and NOTAM coordination;
- **(v)** describe the procedures for controlling vehicular flow during an emergency to ensure the safety of vehicles, aircraft and persons;
- **(w)** specify the procedures for issuing a NOTAM in the event of
  - **(i)** an emergency affecting the critical category for fire fighting required under section 303.07, or

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        - **(ii)** changes or restrictions in facilities or services at the airport during and after an emergency;
    - **(x)** describe the procedures for preserving evidence as it relates to the removal of an aircraft or part of an aircraft;
    - **(y)** describe the procedures to be followed, after any exercise set out in section 302.208 or the activation of the plan for an emergency that requires a full emergency standby, in the following cases:
        - **(i)** a post-emergency debriefing session with all participating organizations,
        - **(ii)** the recording of the minutes of the debriefing session,
        - **(iii)** an evaluation of the effectiveness of the emergency plan to identify deficiencies,
        - **(iv)** changes, if any, to be made in the emergency plan, and
        - **(v)** partial testing subsequent to the modification of an emergency plan;
    - **(z)** describe
        - **(i)** the process for an annual review and update of the emergency plan, and

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        - **(ii)** the administrative procedure for the distribution of copies of an updated version of the emergency plan to the airport personnel who require them and to the organizations identified in the plan; and

    - **(z.1)** describe the procedures to assist in locating an aircraft when the airport receives notification that an ELT has been activated.

- **(2)** The operator of an airport shall include a copy of the following documents in the emergency plan:

    - **(a)** the signed agreements, if any, between the airport operator and the resources referred to in paragraph (1)(c); and

    - **(b)** an airport grid map.

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302.301 AIRPORT WILDLIFE PLANNING AND MANAGEMENT

Interpretation

302.301 In this Division,

waste disposal facility means a landfill site, garbage dump, waste transfer and sorting facility, recycling and composting facility or commercial fish processing plant; (*installation d'élimination des déchets*)

wildlife strike means a collision between an aircraft and wildlife. (*impact faunique*)

- SOR/2006-85, s. 3

Application

- **302.302 (1)** Subject to subsection (2), this Division applies to airports
    - **(a)** that, within the preceding calendar year, had 2 800 movements of commercial passenger-carrying aircraft operating under Subpart 4 or 5 of Part VII;
    - **(b)** that are located within a built-up area;
    - **(c)** that have a waste disposal facility within 15 km of the geometric centre of the airport;
    - **(d)** that had an incident where a turbine-powered aircraft collided with wildlife other than a bird and suffered damage, collided with

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more than one bird or ingested a bird through an engine; or

- **(e)** where the presence of wildlife hazards, including those referred to in section 322.302 of the *Airport Standards-Airport Wildlife Planning and Management*, has been observed in an airport flight pattern or movement area.

- **(2)** Section 302.303 applies to all airports.
- SOR/2006-85, s. 3
- SOR/2015-160, s. 7(F)

302.303 WILDLIFE STRIKES

- **302.303 (1)** The operator of an airport shall keep records of all wildlife strikes at the airport, including those reported by
  - **(a)** pilots;
  - **(b)** ground personnel; and
  - **(c)** aircraft maintenance personnel when they identify damage to an aircraft as having been caused by a wildlife strike.
- **(2)** Wildlife remains that are found within 200 feet of a runway or an airside pavement area are presumed to be the result of a wildlife strike unless another cause of death is identified.

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- **(3)** The operator of the airport shall submit a written and dated report to the Minister
    - **(a)** for each wildlife strike, within 30 days of its occurrence; or
    - **(b)** for all wildlife strikes that occur in a calendar year, before March 1 of the following calendar year.

302.304 RISK ANALYSIS

- **302.304 (1)** The operator of an airport shall collect information in respect of the requirements set out in section 322.304 of the *Airport Standards–Airport Wildlife Planning and Management*.
- **(2)** The operator of the airport shall, after consultation with a representative sample of the operators in respect of an aircraft, air operators and private operators that use the airport, conduct a risk analysis that evaluates the collected information.
- **(3)** The risk analysis shall be in writing and include
    - **(a)** an analysis of the risks associated with the wildlife hazards, including those referred to in section 322.302 of the *Airport Standards–Airport Wildlife Planning and Management*; and

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- **(b)** the measures that are necessary to manage or remove the hazards or to manage or mitigate the risks.

- **(4)** The operator of the airport shall, at the request of the Minister, make the risk analysis available for inspection.

302.305 AIRPORT WILDLIFE MANAGEMENT PLAN

General

- **302.305 (1)** The operator of an airport shall establish and maintain an airport wildlife management plan in accordance with section 322.305 of the *Airport Standards — Airport Wildlife Planning and Management*.

- **(2)** The operator of the airport shall submit the plan to the Minister in accordance with the requirements set out in subsection 322.305(2) of the *Airport Standards — Airport Wildlife Planning and Management*.

- **(3)** The operator of the airport shall keep a copy of the plan at the airport and it shall, on request by the Minister, be made available to the Minister.

- **(4)** [Repealed, SOR/2019-295, s. 6]

- **(5)** The operator of the airport shall review the plan every two years.

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- **(6)** The operator of the airport shall amend the plan and submit the amended plan to the Minister within 30 days of the amendment if
    - **(a)** the amendment is necessary as a result of the review conducted under subsection (5);
    - **(b)** an incident has occurred in which a turbine-powered aircraft collided with wildlife other than a bird and suffered damage, collided with more than one bird or ingested a bird through an engine;
    - **(c)** a variation in the presence of wildlife hazards, including those referred to in section 322.302 of the *Airport Standards-Airport Wildlife Planning and Management*, has been observed in an airport flight pattern or movement area; or
    - **(d)** there has been a change
        - **(i)** in the wildlife management procedures or in the methods used to manage or mitigate wildlife hazards,
        - **(ii)** in the types of aircraft at the airport, or
        - **(iii)** in the types of aircraft operations at the airport.

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302.306 CONTENT WILDLIFE MANAGEMENT PLAN

302.306 An airport wildlife management plan shall

- **(a)** identify and describe the risks associated with all wildlife hazards, including those referred to in section 322.302 of the *Airport Standards-Airport Wildlife Planning and Management*, at or near the airport that might affect the safe operation of aircraft, including the proximity of any waste disposal facility or migration route affecting wildlife populations near the airport;
- **(b)** specify the particular measures that are used by the operator of the airport to manage or mitigate the risks;
- **(c)** identify and describe the actions that are used by the operator of the airport to satisfy the requirements set out in section 322.306 of the *Airport Standards-Airport Wildlife Planning and Management* in respect of firearm certificates and permits, wildlife control permits, wildlife strikes, wildlife management logs, and evaluations of habitats, land uses and food sources at or near the airport;
- **(d)** set out a policy for the management of airport habitats that might attract wildlife;
- **(e)** set out a policy that prohibits the feeding of wildlife and the exposure of food wastes;

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- **(f)** set out a procedure to ensure that all endangered or protected wildlife at the airport are inventoried;
- **(g)** identify the role of the personnel and agencies involved in wildlife management issues and provide the contact numbers for each; and
- **(h)** provide details of any wildlife hazard awareness program.

302.307 TRAINING WILDLIFE MANAGEMENT PLAN

- **302.307 (1)** The operator of an airport shall
  - **(a)** provide any person who has duties in respect of the airport wildlife management plan with training at least once every five years regarding their assigned duties and the matters set out in section 322.307 of the *Airport Standards–Airport Wildlife Planning and Management*; and
  - **(b)** ensure that any person who has duties in respect of the airport wildlife management plan holds any required firearm permit.
- **(2)** The operator of the airport shall maintain a record of each person's training for a period of five years and provide the Minister with a copy of any record, if requested.
- SOR/2006-85, s. 3

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C302.308 OMMUNICATION AND ALERTING PROCEDURE AWMP

302.308 The operator of an airport shall establish a communication and alerting procedure for wildlife management personnel in accordance with section 322.308 of the *Airport Standards-Airport Wildlife Planning and Management* to alert pilots as soon as possible of the wildlife hazards at the airport and the risks associated with those hazards.

302.401 WINTER MAINTENANCE

INTERPRETATION

302.401 The following definitions apply in this Division.

AMSCR or ***Aircraft Movement Surface Condition Report*** means a report that details the surface conditions of all movement areas at an airport, including runways and taxiways. (*AMSCR* ou *compte rendu de l'état de la surface pour les mouvements d'aéronefs*)

contaminant means material that collects on a surface, including standing water, snow, slush, compacted snow, ice, frost, sand, and ice control chemicals. (*contaminant*)

CRFI or ***Canadian Runway Friction Index*** means the average of the friction measurements taken on runway surfaces on which freezing or frozen contaminants are present. (*CRFI* ou *coefficient canadien de frottement sur piste*)

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dry snow means snow that does not contain sufficient water to allow the crystals to stick together or bond to a surface. (*neige sèche*)

ice control chemicals means chemicals used to prevent ice formation, to prevent ice from bonding to a surface, or to break up or melt ice on a surface. (*produits chimiques de déglaçage*)

priority 1 area means an airside area that, based on prevailing winds or operational requirements, is necessary to maintain the operational capability of an airport, and includes the features referred to in paragraph 322.411(1)(a) of the *Airport Standards — Airport Winter Maintenance*. (*zone de priorité 1*)

priority 2 area means an airside area that is necessary to provide additional runway availability should wind conditions or operational requirements change, and includes the features referred to in paragraph 322.411(1)(b) of the *Airport Standards — Airport Winter Maintenance*. (*zone de priorité 2*)

priority 3 area means an airside area that is not a priority 1 area or priority 2 area, and includes the features referred to in paragraph 322.411(1)(c) of the *Airport Standards — Airport Winter Maintenance*. (*zone de priorité 3*)

sand means small particles of crushed angular mineral aggregates or natural sand material used to improve runway surface friction levels. (*sable*)

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slush means partially melted snow or ice, with a high water content, from which water readily flows. (*neige fondante*)

wet snow means snow that will stick together when compressed but will not readily allow water to flow from it if squeezed. (*neige mouillée*)

302.402 APPLICATION

- **302.402 (1)** Subject to paragraph (2)(b), sections 302.406 and 302.407 apply in respect of an airport if aeroplanes at the airport are operated in an air transport service under Subpart 3 of Part VII.
- **(2)** Sections 302.410 to 302.419 apply in respect of an airport if
    - **(a)** aeroplanes at the airport are operated in an air transport service under Subpart 4 or 5 of Part VII; or
    - **(b)** aeroplanes at the airport are operated in an air transport service under Subpart 3 of Part VII and the operator of the airport has decided to comply with those sections instead of sections 302.406 and 302.407.

302.403 NOTIFICATION

302.403 The operator of an airport referred to in paragraph 302.402(2)(b) shall

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- **(a)** provide the Minister, at least 60 days before implementing a decision to comply with sections 302.410 to 302.419 instead of sections 302.406 and 302.407, with notice in writing of that decision;
- **(b)** provide the Minister, at least 60 days before implementing a decision to resume complying with sections 302.406 and 302.407, with notice in writing of that decision; and
- **(c)** notify the air operators that use the airport, and the air navigation services provider, of any change in the level of service provided at the airport as a result of a decision referred to in paragraph (a) or (b).

[302.404 AND 302.405 RESERVED]

302.406 WINTER MAINTENANCE MEASURES

- **302.406 (1)** Each year, before the start of winter maintenance operations, the operator of an airport shall
    - **(a)** consult a representative sample of the air operators that use the airport about the intended level of winter maintenance and keep a record of the consultations;
    - **(b)** provide the aeronautical information publications provider with information, for

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publication in the *Canada Flight Supplement*, about the level of winter maintenance; and

- **(c)** include information in the airport operations manual about the level of winter maintenance.

- **(2)** The operator of the airport shall use AMSCRs to report the surface conditions of all movement areas, and shall forward the AMSCRs to the air navigation services provider.

I302.407 CE CONTROL CHEMICALS AND SAND

- **302.407 (1)** The operator of an airport shall, on movement areas, use only

  - **(a)** the ice control chemicals specified in subsection 322.415(1) of the *Airport Standards — Airport Winter Maintenance*; and

  - **(b)** sand that meets the requirements specified in subsection 322.415(2) of the *Airport Standards — Airport Winter Maintenance*.

- **(2)** The operator of the airport shall remove sand from movement areas, with the exception of gravel runways, as soon as

  - **(a)** the sand is no longer required to provide more friction for aircraft and service vehicles; and

  - **(b)** there are no higher operational priorities.

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[302.408 TO 302.409 RESERVED]

302.410 AIRPORT WINTER MAINTENANCE PLAN

- **302.410 (1)** The operator of an airport shall have an airport winter maintenance plan that
    - **(a)** was developed by the operator after consultations with a representative sample of the air operators that use the airport; and
    - **(b)** includes the items required under section 302.411.
- **(2)** The operator of the airport shall review its airport winter maintenance plan at least once a year as well as each time the operator does not clear a priority area in accordance with the plan.
- **(3)** If the operator of the airport determines, as a result of a review, that its airport winter maintenance plan should be amended, the operator shall consult a representative sample of the air operators that use the airport before amending the plan.
- **(4)** The operator of the airport shall keep at the airport
    - **(a)** an up-to-date copy of its airport winter maintenance plan;
    - **(b)** a record of all consultations required under this section; and

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- **(c)** a record of each review required under this section.

302.411 WINTER MAINTENANCE PLAN CONTENT

302.411 An airport winter maintenance plan shall include

- **(a)** procedures for identifying which airside areas are priority 1 areas, priority 2 areas or priority 3 areas during winter storm conditions;
- **(b)** a description of the winter maintenance operations to be carried out in an airside area once it is identified as a priority 1 area, priority 2 area or priority 3 area;
- **(c)** communication procedures that meet the requirements of subsection 322.411(2) of the *Airport Standards — Airport Winter Maintenance*;
- **(d)** procedures for publishing a NOTAM in the event of winter conditions that might be hazardous to aircraft operations or affect the use of movement areas and facilities used to provide services relating to aeronautics;
- **(e)** safety procedures for controlling the flow of ground vehicles during winter maintenance operations to ensure the safety of persons, vehicles and aircraft;
- **(f)** procedures for minimizing the risk of ice control chemicals — other than the ice control

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chemicals specified in subsection 322.415(1) of the *Airport Standards — Airport Winter Maintenance* — being tracked onto an airside area;

- **(g)** a description of the lines of authority and organizational relationships with respect to winter maintenance, including contact names and telephone numbers;
- **(h)** a description of how actions undertaken as part of winter maintenance will be coordinated;
- **(i)** a description of the arrangements for snow clearance;
- **(j)** a description of the process for reviewing and amending the plan;
- **(k)** a description of the administrative procedure for distributing the plan and its amendments; and
- **(l)** a list of all agreements respecting the provision of winter maintenance services for navigation aids at the airport, and signed copies of those agreements.

302.412 REMOVAL OF CONTAMINANTS FROM PRIORITY AREAS

- **302.412 (1)** The operator of an airport who decides to operate the airport during winter storm conditions shall remove contaminants
    - **(a)** from priority 1 areas;

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- **(b)** from priority 2 areas to the extent that doing so does not compromise the operator's ability to keep priority 1 areas operational; and
- **(c)** from priority 3 areas after the winter storm conditions have ended.

- **(2)** If the operator of the airport does not remove contaminants from a priority area in accordance with its airport winter maintenance plan, the operator shall make a record of that fact and the surrounding circumstances.
- **(3)** The operator of the airport shall keep the record for two years after the day on which the operator was required to remove the contaminants.

302.413 SNOW ACCUMULATION ON OR ADJACENT TO THRESHOLD AREAS

302.413 The operator of an airport shall prevent snow that has accumulated on or adjacent to threshold areas from interfering with the operation of aeroplanes by clearing and banking the snow in a manner that meets or exceeds the specifications set out in section 322.413 of the *Airport Standards — Airport Winter Maintenance*.

302.414 SNOW ACCUMULATION ADJACENT TO RUNWAYS OR TAXIWAYS

302.414 The operator of an airport shall prevent snow that has accumulated adjacent to runways or taxiways from interfering with the operation of aeroplanes by

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clearing and banking the snow in a manner that meets or exceeds the specifications set out in section 322.414 of the *Airport Standards — Airport Winter Maintenance*.

302.415 ICE CONTROL CHEMICALS AND SAND

- **302.415 (1)** The operator of an airport shall, on movement areas, use only
    - **(a)** the ice control chemicals specified in subsection 322.415(1) of the *Airport Standards — Airport Winter Maintenance*; and
    - **(b)** sand that meets the requirements specified in subsection 322.415(2) of the *Airport Standards — Airport Winter Maintenance*.
- **(2)** The operator of the airport shall remove sand from movement areas, with the exception of gravel runways, as soon as
    - **(a)** the sand is no longer required to provide more friction for aircraft and service vehicles; and
    - **(b)** there are no higher operational priorities.

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302.416 FRICTION MEASUREMENT

- **302.416 (1)** The operator of an airport shall
  - **(a)** carry out the measurements for the purposes of determining CRFIs in accordance with section 322.416 of the *Airport Standards — Airport Winter Maintenance*;
  - **(b)** provide the CRFIs to the ground station in accordance with subsection 322.411(2) of those standards; and
  - **(c)** maintain the accuracy of the equipment referred to in section 322.416 of those standards in accordance with that section.
- **(2)** Subsection (1) does not apply if
  - **(a)** the airport does not receive any aeroplanes operated in an air transport service under Subpart 5 of Part VII; or
  - **(b)** the airport runways are gravel and the airport does not receive turbo-jet-powered aeroplanes operated in an air transport service under Subpart 5 of Part VII.

302.417 MOVEMENT AREA INSPECTIONS AND REPORTS

- **302.417 (1)** The operator of an airport shall
  - **(a)** inspect movement areas and prepare AMSCRs in accordance with section 322.417 of

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the *Airport Standards — Airport Winter Maintenance*;

- **(b)** include a CRFI in each AMSCR if section 302.416 applies to the operator;
- **(c)** forward AMSCRs to the air navigation services provider in a manner that will permit its prompt dissemination to aircraft operators;
- **(d)** provide the aeronautical information publications provider with information about the availability of CRFIs and AMSCRs for publication in the *Canada Flight Supplement*; and
- **(e)** include information in the airport operations manual about the availability of CRFIs and AMSCRs.

- **(2)** Despite paragraph (1)(b), the operator of the airport shall not include friction readings in an AMSCR if those friction readings are obtained from a runway surface using a decelerometer and if
  - **(a)** the runway surface is wet but there is no contaminant;
  - **(b)** on the runway surface there is a layer of slush but no other contaminant;
  - **(c)** on the runway surface there is wet snow that, when stepped on or driven on, splatters, turns to slush or results in the presence of visible water; or

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- **(d)** on the runway surface there is dry snow or wet snow that exceeds 2.5 cm (one inch) in depth.

302.500 SMS
302.500 SAFETY MANAGEMENT SYSTEM
APPLICATION

- **302.500 (1)** This Division applies to an applicant for, or a holder of, an airport certificate issued under section 302.03 in respect of the following airports:
  - **(a)** Calgary International;
  - **(b)** Edmonton International;
  - **(c)** Gander International;
  - **(d)** Halifax Robert L. Stanfield International;
  - **(e)** Montréal — Pierre Elliott Trudeau International;
  - **(f)** Ottawa Macdonald-Cartier International;
  - **(g)** St. John's International;
  - **(h)** Toronto / Lester B. Pearson International;
  - **(i)** Vancouver International; and
  - **(j)** Winnipeg James Armstrong Richardson International.

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- **(2)** On and after January 1, 2009, this Division applies to an applicant for, or a holder of, an airport certificate issued under section 302.03.

302.501 REQUIREMENTS

302.501 The safety management system required under section 107.02 in respect of an applicant for, or a holder of, an airport certificate shall

- **(a)** meet the requirements of Subpart 7 of Part I and section 302.502; and
- **(b)** be under the control of the accountable executive appointed under paragraph 106.02(1)(a).

302.502 COMPONENTS OF THE SAFETY MANAGEMENT SYSTEM

302.502 The safety management system shall include, among others, the following components:

- **(a)** a safety management plan that includes
  - **(i)** a safety policy that the accountable executive has approved and communicated to all employees,
  - **(ii)** the roles and responsibilities of personnel assigned duties under the safety management system,
  - **(iii)** performance goals and a means of measuring attainment of those goals,

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- **(iv)** a policy for the internal reporting of hazards, incidents and accidents, including the conditions under which immunity from disciplinary action will be granted, and
- **(v)** a process for reviewing the safety management system to determine its effectiveness;

- **(b)** procedures for reporting hazards, incidents and accidents to the appropriate manager;
- **(c)** procedures for the collection of data relating to hazards, incidents and accidents;
- **(d)** procedures for the exchange of information in respect of hazards, incidents and accidents among the operators of aircraft and the provider of air traffic services at the airport and the airport operator;
- **(e)** procedures for analysing data obtained under paragraph (c) and during an audit conducted under a quality assurance program required under paragraph 107.03(g) and for taking corrective actions;
- **(f)** training requirements for the person managing the safety management system and for personnel assigned duties under the safety management system;
- **(g)** procedures for making progress reports to the accountable executive at intervals determined by the accountable executive and other reports as needed in urgent cases; and

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- **(h)** procedures for involving employees in the implementation and ongoing development of the safety management system.

302.503 QUALITY ASSURANCE PROGRAM

- **302.503 (1)** The quality assurance program required under paragraph 107.03(g) in respect of an applicant for, or a holder of, an airport certificate shall include a process for quality assurance that includes periodic reviews or audits of the activities authorized under a certificate and reviews or audits, for cause, of those activities.
- **(2)** The holder of an airport certificate shall ensure that records relating to the findings resulting from the quality assurance program are distributed to the appropriate manager for corrective action and follow-up.
- **(3)** The holder of an airport certificate shall establish an audit system in respect of the quality assurance program that consists of the following:
    - **(a)** an initial audit conducted within 12 months after
        - **(i)** in the case of an airport specified in subsection 302.500(1), the later of January 1, 2008 and the day on which the airport certificate is issued, and

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        - **(ii)** in the case of any other airport, the later of January 1, 2009 and the day on which the airport certificate is issued;
    - **(b)** an audit of the entire quality assurance program carried out every three years, calculated from the initial audit, in one of the following ways:
        - **(i)** a complete audit, or
        - **(ii)** a series of audits conducted at intervals set out in the airport operations manual;
    - **(c)** checklists of all activities controlled by the airport operations manual;
    - **(d)** a record of each occurrence of compliance or non-compliance with the airport operations manual found during an audit referred to in paragraph (a) or (b);
    - **(e)** procedures for ensuring that each finding of an audit is communicated to the accountable executive;
    - **(f)** follow-up procedures for ensuring that corrective actions are effective; and
    - **(g)** a system for recording the findings of an audit referred to in paragraph (a) or (b), corrective actions and follow-ups.

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- **(4)** The records resulting from a system required under paragraph (3)(g) shall be retained for the greater of
    - **(a)** two audit cycles, and
    - **(b)** two years.
- **(5)** The duties related to the quality assurance program that involve specific tasks or activities among the activities of an airport shall be fulfilled by persons who are not responsible for carrying out those tasks or activities unless
    - **(a)** the size, nature and complexity of the operations and activities authorized under the airport certificate justify the fulfilling of those duties by the person responsible for carrying out those tasks or activities;
    - **(b)** the holder of the airport certificate demonstrates to the Minister, by means of a risk analysis, that the fulfilling of those duties by the person responsible for carrying out those tasks or activities will not result in an unacceptable risk to aviation safety; and
    - **(c)** the holder of the airport certificate provides the Minister, in writing, with the information required under paragraphs (a) and (b).

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302.504 DUTIES OF THE CERTIFICATE HOLDER

302.504 The holder of an airport certificate shall

- **(a)** ensure that corrective actions are taken in respect of any findings resulting from the safety management system referred to in section 302.501;
- **(b)** appoint a person to manage the safety management system; and
- **(c)** ensure that the person managing the safety management system performs the duties required under section 302.505.

302.505 PERSON MANAGING THE SAFETY MANAGEMENT SYSTEM

- **302.505 (1)** The person managing the safety management system shall
    - **(a)** implement a reporting system to ensure the timely collection of information related to hazards, incidents and accidents that may adversely affect safety;
    - **(b)** identify hazards and carry out risk management analyses of those hazards;
    - **(c)** investigate, analyze and identify the cause or probable cause of all hazards, incidents and accidents identified under the safety management system;
    - **(d)** implement a safety data system, by either electronic or other means, to monitor and

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analyze trends in hazards, incidents and accidents;

- **(e)** monitor and evaluate the results of corrective actions with respect to hazards, incidents and accidents;
- **(f)** monitor the concerns of the civil aviation industry in respect of safety and their perceived effect on the holder of the airport certificate; and
- **(g)** determine the adequacy of the training required by paragraph 302.502(f).

- **(2)** The person managing the safety management system shall, if a finding resulting from the safety management system referred to in section 302.501 is reported to them,
  - **(a)** determine what, if any, corrective actions are required and carry out those actions;
  - **(b)** keep a record of any determination made under paragraph (a) and the reason for it;
  - **(c)** if management duties have been assigned to another person under subsection (3), communicate any determination regarding a corrective action to that person; and
  - **(d)** notify the certificate holder of any systemic deficiency and of the corrective action taken.

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- **(3)** The person managing the safety management system may assign the management functions for the safety management system referred to in section 302.501 to another person if the assignment and its scope are described in the airport operations manual.

- **(4)** The person to whom management functions have been assigned under subsection (3) shall notify the person managing the safety management system of any systemic deficiency and of the corrective action taken.

- **(5)** The responsibility and accountability of the accountable executive are not affected by the appointment of a person to manage the safety management system under paragraph 302.504(b) or the assignment of management functions to another person under subsection (3).

302.600 RUNWAY END SAFETY AREA (RESA)

RESA — OBLIGATIONS OF OPERATOR

- **302.600 (1)** The operator of an airport shall ensure that a runway that is used for the take-off or landing of commercial aeroplanes engaged in a scheduled air service for the purpose of carrying passengers has a RESA that meets the requirements of section 302.602 if, according to the statistics referred to in subsection (2) or (3), the total of the number of passengers that are emplaned and the number of passengers that are deplaned at the

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airport is at least 325,000 per year during a period of two consecutive calendar years, the first period beginning the year in which this section comes into force.

- **(2)** The statistics in respect of the number of passengers are as published by Statistics Canada in the *Airport Activity Survey*.
- **(3)** If the statistics in respect of the number of passengers are not published or are incomplete, the statistics are those provided by Statistics Canada to the Minister.
- **(4)** In the case referred to in subsection (3), if the threshold in respect of the number of passengers referred to in subsection (1) has been reached, the Minister shall notify the operator of the airport.
- **(5)** The operator of an airport shall comply with the requirements of subsection (1)
    - **(a)** within three years of the day on which the statistics referred to in subsection (2) are published in respect of the last year of a period referred to in subsection (1); or
    - **(b)** within three years of the day on which the Minister notifies the operator under subsection (4).
- **(6)** Despite subsection (5), if a new runway is first in operation after the threshold in respect of the number of passengers referred to in

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subsection (1) has been reached, the operator of an airport shall comply with the requirements of subsection (1) beginning on the day on which the runway is first in operation.

- **(7)** If the total of the number of passengers that are emplaned and the number of passengers that are deplaned at the airport falls below 325,000 per year during any period of three consecutive calendar years after the day on which this section comes into force, the operator of an airport referred to in subsection (1) is no longer required to comply with the requirements of that subsection until the total of the number of passengers that are emplaned and the number of passengers that are deplaned at the airport is at least 325,000 per year during a period of two consecutive calendar years.

302.601 [REPEALED, SOR/2021-269, S. 5]

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302.602 RESA — REQUIREMENTS

- **302.602 (1)** A RESA shall have a minimum length of 150 m and shall conform to the requirements respecting location, characteristics and objects in the runway end safety area set out in 3.2 of Chapter 3 of the document entitled *Aerodrome Standards and Recommended Practices*, TP 312E, published by the Department of Transport.
- **(2)** The operator of an airport may reduce the length of the ASDA, LDA or TORA in order to obtain the minimum length referred to in subsection (1).
- **(3)** The minimum length referred to in subsection (1) does not apply if the operator of an airport installs an arresting system that is designed to stop an aeroplane in the event that the aeroplane overruns a runway and that conforms to the requirements regarding such a system set out in 3.2 of Chapter 3 of TP 312E.
- **(4)** A RESA is not required before the starting point of the LDA if
    - **(a)** the runway is equipped with a serviceable precision approach path indicator (PAPI) or abbreviated precision approach path indicator (APAPI); or
    - **(b)** an instrument approach procedure with approved vertical guidance that is not restricted by a special authorization or an operations specification is available in respect of the runway.

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- **(5)** For the purposes of paragraph (4)(b), ***approved vertical guidance*** means glide slope deviation information provided to a pilot until the decision height is reached to assist in the carrying out of a three-dimensional instrument approach without a missed approach point, but in respect of a missed approach segment that begins at the decision height.

302.603 NOTICE TO MINISTER

302.603 The operator of an airport shall notify the Minister, no later than 90 days before the end of the period referred to in paragraph 302.600(5)(a) or (b), as applicable, of the manner in which the operator intends to comply with the requirements of subsection 302.600(1).

302.604 MINISTERIAL ORDER

302.604 If the operator fails to comply with the requirements of subsection 302.600(1), the Minister is authorized to make an order requiring the operator of an airport to reduce the length of the ASDA, LDA or TORA by the length required to meet the minimum length of a RESA.

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