

### **Attachment 3**

An operation and management manual shall include the following items, bound in loose-leaf volumes:

1. Basic information of the private airfield (including, but not limited to, the name and address of the airfield, the rosters of owner(s), operator(s) and manager(s), flight and ground facilities of the airfield, types of aircraft to be used, time and sorties for takeoff and landing during each day);
2. Geographical map of the private airfield, marked with longitude and latitude;
3. Layout plan of airfield facilities of the private airfield (including charts about the connecting road systems, passenger and cargo movement in and out of the airfield, airfield aprons, embarking and disembarking routes, as well as parking space);
4. Fire-fighting facilities and their layout plan (including the fire-fighting facilities for buildings and emergency fire-fighting equipment for aircraft).
5. Fee schedule for the private airfield;
6. Operational procedure for the registration and checking of the passenger list and cargo manifest of the private airfield;
7. Flight operation manual (including such operational procedure as the filling-out/submission of flight plans, access to meteorological and flight data, takeoff and landing routes, dispatching operation, releasing procedure, instructions for takeoff and landing, announcement of takeoff and landing time, handling and reporting of emergencies or accidents);
8. Operational procedure for the upkeep and maintenance of flight and ground facilities of the private airfield;
9. Facilities or measures of the private airfield against the intrusion of animals or any other foreign objects affecting flight safety;
10. The private airfield shall mark the location and elevation of buildings or other objects, as well as the adjacent barriers that may affect flight safety, or noise-sensitive areas, e.g. schools, hospitals, libraries, class 1 and class 2 noise control zones within a radius of at least one kilometer;
11. Self-supervision program of the private airfield;
12. Documentation for liability insurance of the private airfield; and
13. Other items involving operation, management and safety.