

How to obtain an operational permit for category B and C airports in Norway

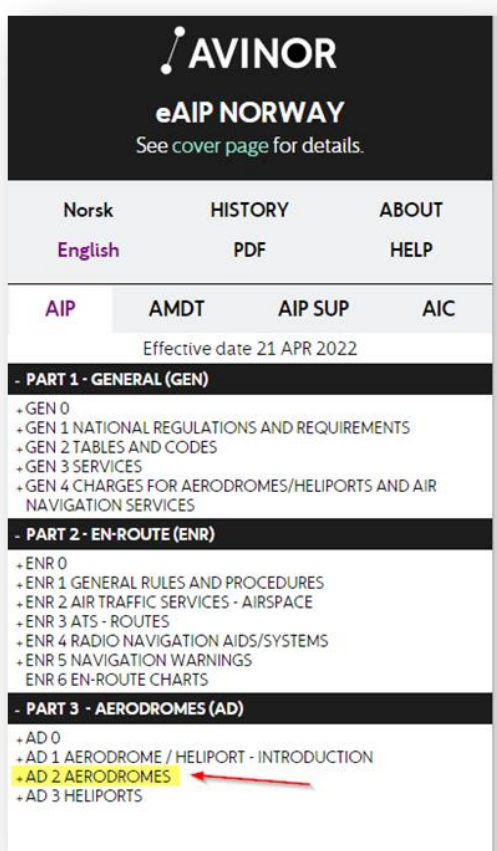
To obtain a so called “Letter of Compliance” to Norwegian airports that have a public classification as either B or C, you will have to send a declaration to CAA-Norway.

The following is an instructional guide created by CAA-Norway:

You will find the individual requirements to the various airports in AIP AD here: [AIP](#)

When you have opened the AIP page, you can switch from Norwegian to English in the menu at the top left. You will be presented with the picture below.

On this page select “AD 2 Aerodromes”, and the menu will expand to show a list of all Norwegian airports:



When you click on an airport in this list, the right pane will fill with text information for that airport. When you scroll down through the text, you will find a section that contains the requirements under the header “**SPECIAL REQUIREMENTS FOR AIRCRAFT OPERATORS...**”.

Here an example from ENEV with the specific requirements highlighted:

3 SPECIAL REQUIREMENTS FOR AIRCRAFT OPERATORS PERFORMING COMMERCIAL TRANSPORTATION INTO EVENES AIRPORT

3.1 The aircraft operator shall stipulate special crew qualification requirements (Cat B, REF EASA AMC1 ORO.FC.105).

3.2 The aircraft operator shall stipulate special limitations with regard to upper wind.

3.3 Departure procedures, take-off minima, take-off weight limitations shall be documented.

3.4 The aircraft operator shall document fulfilment of the requirements above to CAA Norway at least 14 days prior to commencing operations. CAA Norway will, after evaluating the documentation and finding it adequate, issue a letter of compliance. A copy of this letter has to be carried by the crew and presented to local airport authorities or representatives of CAA Norway on request.

Filling in and submitting the application/declaration of compliance:

Previously you would download form NF-1032E from our webpage, fill it in, and send the form with necessary documentation attached in an email to CAA-Norway.

[There have been some stability problems with the new digital solution. If you encounter problems with creating a new user, or if the new user account won't let you access the compliance application form, you can revert to the manual backup solution. In that case, download the NF-1032E form from our website here: <https://luftfartstilsynet.no/en/forms/pilots-fixed-wing/special-requirements-for-operators-performing-commercial-air-transportation-into-norwegian-category-b-and-c-aerodromes-nf-1032/>

Fill in the form and send it as an email attachment to postmottak@caa.no together with additional attachments documenting compliance with the various requirements. Use this guide (from page 13-15) for instructions on how to interpret and document compliance with the various requirements.]

The new system is now web-based and completely digital.

Go to: <https://info.altinn.no/en/forms-overview/civil-aviaton-authority/samsvarsdeklarasjon-for-norske-kategoriserte-flyplasser/>

Click on this selection:

Compliance declaration for Norwegian categorised airports (NF-1032)

From [Civil Aviation Authority](#)

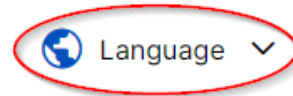
The form must be completed to document compliance with the specific requirements listed in AIP AD for the airport in question.

[Start service](#)

When you click the button “Start service” you will be prompted to log in.






The next page is the login page. As this service is separate from the page you were on, it defaults to Norwegian. You can change back to English through the language-selection menu on the top right hand side of the page:

D-porten



ALTINN

Select an electronic ID

 MinID	MinID App or One-Time Code	>
 BankID	BankID Use BankID app, code chip or BankID on mobile	>
 buypass	Buypass Use Buypass ID on smart card, mobile or key	>
 COMMFIDES	Commfides Use smart card	>
 Altinn	Log in without Social Security Number/D-number	>

[This is how you obtain an electronic ID](#)

If you are a non-Norwegian person or company, you will have to create a new user as the other options on the page assumes you already have a Norwegian social security number and one or more of the established identification solutions listed.

Click the bottom option “Log in without Social Security...”

The next page you get to will also be in Norwegian.

Unfortunately, this page is not available in English even though the language-select option in the top right corner indicates it is.

However, this page asks you to fill in “Username” in the first field, and “Password” in the second field. As you have yet not created a user, you have nothing to fill in here. Instead, click the link marked with a red circle on the screenshot below where it says “Lag ny bruker” which translates to “Create new user”:

Altinn

Language ▾

← Tilbake Avbryt innlogging ✕

Logg inn uten fødselsnummer/D-nummer

Hvis du ikke har fødselsnummer eller D-nummer så kan du logge inn med brukernavn og passord som du selv har registrert. Kun et fåtall tjenester er tilgjengelig.

Brukernavn:

Passord:

Logg inn

[Lag ny bruker](#) [Glemt passord?](#)

Trenger du hjelp til å logge inn? Les mer om [innloggingsmetoder i Altinn](#) og [innlogging uten fødselsnummer her](#).

The next page is where you create your user. After you have successfully created a new user, you can log in with this user the next time around. You will not have to create a new user each time.

For username you can use your company name, or some other random name you remember. It appears the form only accepts a single username. I.e. “EasyJet” is accepted, but “EasyJet Europe” or “Easy Jet” will not be accepted.



Opprett ny bruker uten fødselsnummer/D-nummer

Vær oppmerksom på at denne brukeren ikke er knyttet opp mot et fødselsnummer eller D-nummer. Du vil derfor bare ha tilgang til et begrenset antall tjenester. For å få tilgang til andre tjenester, kan du logge inn gjennom [ID-porten](#) (MinID, BankID etc.).

Fyll inn feltene under

Brukernavn: **Username**

E-post: **email**

Passord: **password**

Bekreft passord: **confirm password**

When you create password it must be minimum 6 characters long and contain small and capital letters [a-z] and numbers.



Fyll inn bokstaver/tall fra feltet over:

Fortsett

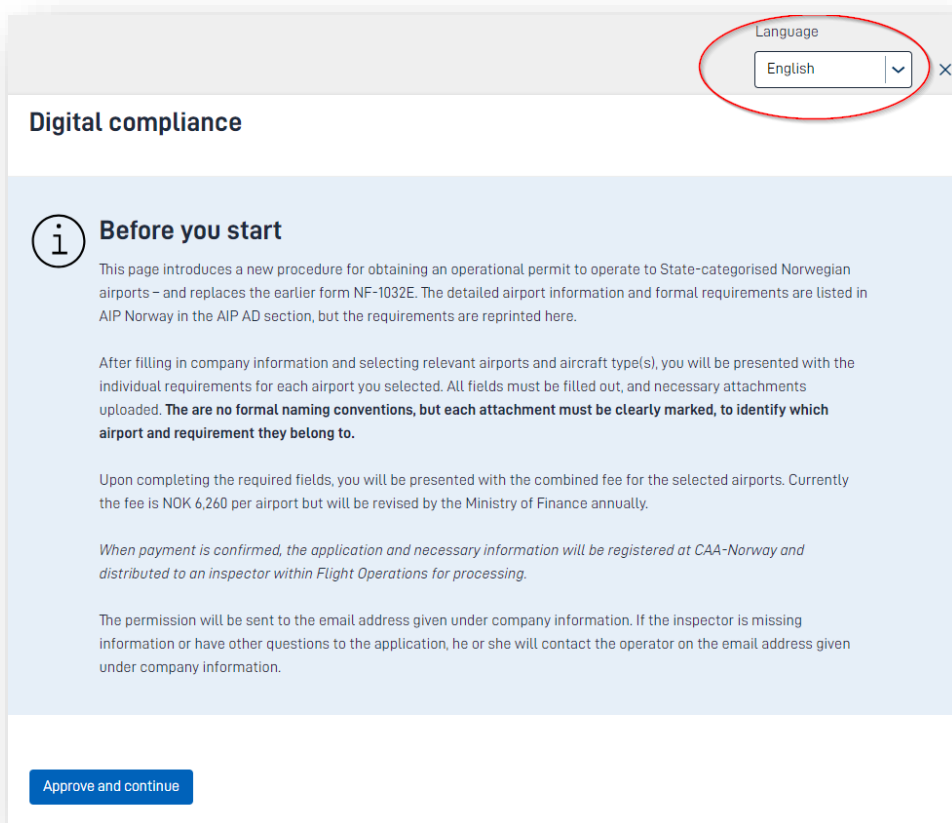
The password must be minimum 6 characters long and contain letters, numbers and/or special characters like “!_#&” etc.

After filling in the necessary info and clicking “Fortsett” (which means “Proceed”), you will see this page:



When you click the “Ferdig”-button, you will be taken back to the earlier login page. Fill in your newly established username and password.

After successfully logging in, you will be presented with this page. If it is in Norwegian, you can now select English in the right top corner, and the form will remain English for the rest of the procedure:



When clicking “Approve and continue” you will first be presented with the administrative part of the form. This is where you will fill in company name, AOC number, Address and other contact information. These fields should be fairly self-explanatory.

After completing the administrative part, you will be presented with the operational part:

Aircraft information

i Write down **all** aircraft types below, one aircraft type per field/line. They can later be individually selected for each airport.

Aircraft

B737 1 Delete

A320 3 Delete

2 + Add new

Aerodromes that will be used.

ENAT (Alta) × ENDU (Bardufoss) × 4 ×

IACO

ENAT 5 Fill out information

ENDU 6 Fill out information

Back Next

Start by filling in your aircraft type (1). If you will use more than one, then click the “Add new” button (2), and a new field (3) for the second aircraft will appear. You can fill in as many aircraft as you please.

All categorised aerodromes are listed in the selection menu below aircraft type (4). In the example above **ENAT** and **ENDU** has been selected. Note that after you have selected one or more airports, they will be listed at the bottom of the screen. On the right side of each aerodrome there is a link that reads “Fill out information” (5 & 6).

When you click that link, you will be presented with a picture similar to the next screenshot below.

On the top it will list the airport in question, and all the aircraft you listed in the previous step (*B737 and A320 in this example*). If you plan to use both aircraft for that airport, put a checkmark behind both. If you plan to only use B737 for ENAT and both B737 and A320 for ENDU, then only checkmark B737 on the ENAT page, and checkmark both on the ENDU page.

The form will list the specific requirements to each airport. I.e. for ENAT it will only list the requirements that are valid for ENAT, and nothing more. Similarly, it will only list relevant ENDU requirements under ENDU in the form.

As you can see in the below example, ENAT is categorised “C” and hence requires FSTD training or a familiarisation flight to the field before commencing operations. The primary requirement for airline operators will be FSTD. For business-jet operators who often have problems finding FSTD’s with an accurate visual representation of ENAT, a familiarisation flight with an experienced crew may be an option. If in doubt, call CAA-Norway in advance and ask for the flight operations department. We can then work out alternative solution that will be acceptable to both parties.

In the example below, an airline operator asks for permit to fly to ENAT and hence requires FSTD training. Describe your planned FSTD-objectives in a separate document, and upload it to the webpage via the link.

The second requirement is to describe the custom “engine failure on takeoff”-procedures. Describe/illustrate these in a separate document, and upload them the same way.

When you upload attachments, mark them with the airport name (i.e. “ENAT – engine failure procedure for B737” or “ENDU – performance calculations for A320”). If you are applying for more than one airport, all your attachments will arrive in a bundle. If they are clearly marked, it makes it much easier for us to see which attachment belongs to which airport and which aircraft type.

IACO: ENAT

Aerodrome name: Alta

Aircraft that will be used. *

Aircraft: B737 Aircraft: A320

The are no formal naming conventions, but each attachment must be clearly marked, to identify which airport and requirement they belong to.


Category: C

Description:
The operator shall develop training syllabus for FSTD and/or briefing for an observer flight (ref. AMC1 ORO.FC.105(b)(2);(c) – (d))

File needs to include:
- FSTD

Upload file (Optional)

Maximum file size 100 MB


Drag and drop or [find a file](#)
Valid file types are: .pdf, .docx

Drag and drop or [find a file](#)
Valid file types are: .pdf,.docx

Number of files 0.

Requirement:

The operator shall document custom engine failure procedures, takeoff and landing mass calculations (per Aircraft) including contaminated runway conditions according to GRF standards (ref. AMC1 CAT.OP.MPA.303(e))

File needs to include:

Document custom engine failure procedures takeoff and landing mass calculations including contaminated runway conditions according to GRF standards

Upload file

Maximum file size 100 MB



Drag and drop or [find a file](#)
Valid file types are: .pdf,.docx





Number of files 0/1.

You need to upload 1 attachment(s) to continue

When you have completed all necessary information in the form and are ready to submit it, you will first be presented with a summary page. Here you can still edit the various sections of the form:

Digital compliance

Contact Information

Organization number	Change 
123456789	
Name of operator	Change 
testselskap	
AOC No.	Change 
no074	
Company email	Change 
test@company.no	

After looking it over and finally submitting it, you will get a receipt page listing everything you have submitted:

Receipt

Form is submitted

Date sent: 10.06.2024 / 10:08
Sender:
Receiver: Civil Aviation Authority of Norway
Reference number: baf5c6f68a63


[A copy of your receipt has been sent to your archive](#)


A mechanical check has been completed while filling in, but we reserve the right to de and that other documentation may be necessary. Please provide the reference number

The following is submitted:


 [Digital compliance.pdf](#)

Categories (2)

 [Testdokumentasjon for ENAT og ENDU.pdf](#)

 [Testdokumentasjon for ENAT og ENDU.pdf](#)

Requirements (2)

 [Testdokumentasjon for ENAT og ENDU.pdf](#)

 [Testdokumentasjon for ENAT og ENDU.pdf](#)

The requirements listed under "Description" above, is a direct copy of the requirement listed in AIP AD. Below follows an explanation of what all the different requirements entail, and what you need to document.

1. Requirement

“Category B - The operator shall develop a crew briefing relevant for the airport”

- a. This means the operator (as a minimum) has to create an airport briefing for their crew. This briefing can either be held in a classroom or be a self-briefing. However, the *content* of the briefing is the operator’s responsibility – so even if this is based on self-study, the individual pilots should all receive the same information through an operator-designed briefing. The crewmembers are not supposed to figure out what is special about the airport themselves. When you (the operator) have created such a briefing, we would like a copy of it to verify that all operational aspects are covered. You should upload an attachment called for example “ENAT airport briefing for crew” that contains that briefing, or an excerpt of OM-C if you have placed the briefing in OM-C.

2. Requirement

“Category C - The operator shall develop training syllabus for FSTD and/or briefing for an observer flight”

- a. This means that the pilot needs simulator training *or* (if an FSTD with an accurate airport representation is unavailable) a familiarisation flight with an experienced crew to the airport in question – in *addition* to the airport briefing.
You should state what type of solution you have selected in the attachment, and if FSTD training is chosen – attach the training objectives.

3. Requirement (c)

“The operator shall evaluate the need for setting special wind restriction regarding wind measured at the elevated terrain position listed in AIP AD”

- i. This requirement is listed for a few of our categorised airports. This of course, does not reference wind limits at cruise altitude, IAF or something similarly meaningless. This requirement is *only* listed for airports that have mountains or troublesome terrain very close to the airport. These terrain features can create severe turbulence or windshear when the wind blows from certain sectors, and/or above a certain threshold. Airports that have such terrain nearby, will have separate wind measuring equipment on top of the troublesome mountain/terrain.
AIP AD will list specifics related to such wind phenomenon under the header “Caution”.

4. Example:

ENEV is one of these airports, where there is a wind anemometer on top of the mountain “Kvantokollen” north-west of the airfield. This will be clearly stated in the AIP (see screen shots below).

ENEV AD 2.11 METEOROLOGICAL INFORMATION PROVIDED

NORSK/ENGLISH		
1	Responsible unit	Værvarslinga for Nord-Norge / MWO Tromsø TEL (+47) 77 62 13 00
2	Hours of service	H24
3	Office responsible for TAF preparation, Periods of validity	MWO Tromsø, 9 HR
4	Type of landing forecast	NIL
5	Briefing	MWO Tromsø
6	Flight documentation, Language(s) used	Plain language, tabular form, Norwegian/English
7	Charts and other INFO AVBL	REF GEN 3.1 and GEN 3.5
8	Supplementary EQPT AVBL for INFO	WDI at height 1360 FT 1,5 NM W of AD for WS indication REF GEN 3.5
9	ATS units provided with INFO	Evenes TWR
10	Additional INFO	NIL

AIP GEN 3.5:

HARSTAD/NARVIK/ Evenes ENEV	H S	MON-FRI 0350-2350 SAT 0350-1750 SUN 0500-2400	METAR AUTO-METAR SPECI WS RVR	Skålkorsanemometer 70 M W for THR RWY 17. Skålkorsanemometer 140 M NE for THR RWY 35. Ceilometer 100 M W for THR RWY 17. Skyhøydelyskaster 100 M W for midten for RWY. Fjernavlesning av temperatur 100 M W for midten av RWY. Vindmåler 4,5 KM WNW, APRX 1200 FT QFE (Kvantokollen). Cupanemometer 70 M W of THR RWY 17. Cupanemometer 140 M NE of THR RWY 35. Ceilometer 100 M W of THR RWY 17. Ceiling projector 100 M W of middle of RWY. Distant reading thermometer 100 M W of middle of RWY. Windgauge 4,5 KM WNW, APRX 1200 FT QFE (Kvantokollen).
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6 CAUTION

6.1 Wind shear/turbulence may occur on approach to RWY 17.

Moderate, occasionally severe turbulence may occur on final RWY 17 with wind SW-W 20 KT or more.

Severe turbulence may occur on final RWY 17 when wind at 1400 FT (Kvantokollen 2.4 NM NW of AD) is 40 KT or more.

6.2 Turbulence warning available on www.ippc.no via menu:
Briefings / Wind & Turbulence / EVENES (ENEV)

5. Requirement

“The operator shall evaluate the need for setting special x-wind and/or tail-wind limits based on AIP specified runway/strip/ RESA conditions”

- a. This requirement may be relevant if the runway is narrow, has a bad surface (cracked/bumpy/slippy) or the surrounding clear areas are uneven, etc. The operator should then *evaluate* if there is a need for restrictions in x-wind (*below* normal AFM limits) for that particular airport – taking into account aircraft type, size and pilot experience at the airport.

6. Requirement

“The operator shall evaluate the need for setting a restrictive lower limit for runway status (RWYCC)

based on AIP specified runway/strip/ RESA conditions”

- a. This is similar to the above, and can be caused by similar factors like non-standard width of the runway, a short runway, marginal clear areas, etc. The operator, taking into account crew experience and aircraft type, should *evaluate* the need for setting a lower minimum braking action (RWYCC).

7. Requirement

“The operator shall document custom engine failure procedures, takeoff and landing mass calculations including contaminated runway conditions according to GRF standards (ref. AMC1 CAT.OP.MPA.303(e))”

- a. As operators needs to develop their own contingency procedures (*engine failure on take-off procedures*) due to variations in performance from aircraft to aircraft, we need to evaluate the procedures made. Mass limitations are valid if the runway is short, if the surrounding terrain creates climb-out problems either during normal or all-engine climb-out or climb out after an engine failure. This becomes even more critical when runways are contaminated. Remember that the GRF standards are not only a new reporting format, but also requires updated performance data compliant with the new regulatory requirements and CS-definitions for performance class A.

You should always include the airport briefing for categorised airports.