AERODROME SAFETY INSPECTOR ON-SITE VERIFICATION CHECKLIST

(GACAR PART 139)

Aerodrome Name:			
Aerodrome Reference Code		Aerodrome Operator	
Inspection Type		Inspection Date	
Report Number		Report Date	
Name of Aerodrome Safety Inspector		Signature	
Name of Aerodrome Certification Manager		Signature	

GENERAL INSTRUCTION
1. This form of on-site inspection must be filled by GACA Aerodrome Safety Inspectors/Certificate Project Manager. 2. This form shall be used for the on-site verification of various documents and operating procedures during the aerodrome site visit and process of aerodrome certification, and thereafter for audits, surveillance and un-announced on-site verification inspections. 3. Aerodrome safety inspectors, on completion of on-site verification of documents and operating procedures for area of his/her expertise, shall complete and submit this form to certificate project manager. 4. For any clarification, the General Manager (Aerodrome Standards) of General Authority of Civil Aviation, Kingdom of Saudi Arabia, may be contacted.

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GACAR 139 REFERENCE-APPENDIX A-1(1)	ITEMS FOR ON-SITE VERIFICATION	COMPLIANCE	NON-COMPLIANCE	NOT APPLICABLE	NOTES/REMARKS
4 General					
1	Whether the manual is updated using a defined process and includes a record of all amendments, effective dates and amendment approvals.?	☐	☐	☐	
2	Whether operating staff have access to the relevant parts of the manual?	☐	☐	☐	
3	When was the last amendment made to the aerodrome manual?	☐	☐	☐	
5.1 Promulgation of Aeronautical Information					
1. COMPLETENESS, CORRECTNESS AND INTEGRITY OF THE DATA					
1.1	Status of movement area /facility	☐	☐	☐	
1.2	Data	☐	☐	☐	
1.3	Changes to published data	☐	☐	☐	
1.4	Checks of the information published	☐	☐	☐	
1.5	Information update after construction works	☐	☐	☐	
1.6	Whether aerodrome operator has reviewed periodically the aerodrome manual to assess that the manual remain correct?	☐	☐	☐	
2. FORMAL COORDINATION WITH ATS					
2.1	Whether Procedures are established	☐	☐	☐	
3. FORMAL COORDINATION WITH AIS					
3.1	Whether Procedures are established	☐	☐	☐	
4. PUBLICATION OF THE REQUIRED INFORMATION IN THE AIP					
4.1	Whether required information is published in the AIP	☐	☐	☐	
4.2	Whether information published is as per situation at site	☐	☐	☐	
5.2 Control of access					
1	Plan to show all access points in the movement area	☐	☐	☐	
2	Whether Procedure for inspection of access points and fence available	☐	☐	☐	
5.3 Emergency planning					
1	Whether UpToDate AEP available	☐	☐	☐	
2	Whether regular exercise is conducted for AEP	☐	☐	☐	
3	Whether Procedure exists to describe task in the AEP	☐	☐	☐	
4	UpToDate list of persons and contact details in AEP	☐	☐	☐	
5	Procedure describing roles and	☐	☐	☐	

	responsibilities during emergency				
6	Procedure describing coordination with other agencies	☐	☐	☐	
7	Whether emergency equipment available	☐	☐	☐	
8	Whether adequately equipped Emergency Ops Centre available	☐	☐	☐	
9	Whether Mobile Command post exists	☐	☐	☐	
5.4 Rescue and firefighting (RFF) services					
1	Whether Technical Inspection already conducted?	☐	☐	☐	
2	Whether Corrective action plan has been implemented?	☐	☐	☐	
3	Check for the new Deviation, if any.	☐	☐	☐	
5.5 Inspection of the Movement area					
1	Whether coordination procedure exist with ATS for inspection of the movement area	☐	☐	☐	
2	Whether scope and frequency for inspection exists	☐	☐	☐	
3	Whether reporting ,transmission and filing procedure exists	☐	☐	☐	
4	Whether Action taken and monitoring procedure exists	☐	☐	☐	
5	Whether Personnel assessing and reporting runway surface condition are trained and competent?	☐	☐	☐	
6	Whether Procedure exists to assess, measure and report RWY surface characteristics when RWY is wet or contaminated	☐	☐	☐	
7	Whether Procedure exists to promulgate information to ATS when RWY is wet or contaminated	☐	☐	☐	
8	Whether Procedures available, to assess ,measure and reporting of RWY surface condition when RWY is wet contaminated or having a friction less than the prescribed , are implemented.	☐	☐	☐	
5.6 Maintenance of the Movement Area					
1	Whether procedure exists and implemented to measure RWY Surface friction characteristics	☐	☐	☐	
2	Whether the procedures are in place and implemented to mark the permanent and temporary movement area closure?	☐	☐	☐	
3	Check Procedure to assess adequacy and action required for RWY Surface friction characteristics	☐	☐	☐	
4	Check Long term maintenance plan for RWY Surface Friction Characteristics and its implementation	☐	☐	☐	
5	Whether procedures are in place for timely removal of contaminants and the same are implemented.	☐	☐	☐	
6	Check Long term maintenance plan for Pavement and its implementation .	☐	☐	☐	
7	Check Long term maintenance plan for Visual aids and its implementation	☐	☐	☐	

8	Check Long term maintenance plan for fencing and its implementation	☐	☐	☐	
9	Check Long term maintenance plan for drainage system and its implementation	☐	☐	☐	
10	Check Long term maintenance plan for electrical system and its implementation	☐	☐	☐	
11	Check Long term maintenance plan for buildings and its implementation	☐	☐	☐	
12	Whether maintenance program is implemented in the interests of safety, efficiency and regularity of aircraft operations?	☐	☐	☐	
5.7 Snow and ice control, and other hazardous meteorological conditions					
1	Check Procedure and its implementation	☐	☐	☐	
5.8 Visual Aids					
1	Check about the responsibility for maintenance of Visual Aids.	☐	☐	☐	
2	Check about the responsibility for maintenance of Electrical Systems	☐	☐	☐	
3	Check about the routine and Emergency tasks	☐	☐	☐	
4	Check procedures for Inspection of Luminous /Non-Luminous aids and their frequency	☐	☐	☐	
5	Check procedures for reporting, transmission and filing reports about Luminous /nonluminous aids.	☐	☐	☐	
6	Check procedures for reporting, transmission, filing and monitoring reports about Luminous /nonluminous aids.	☐	☐	☐	
7	Coordination with ATS	☐	☐	☐	
8	Formal coordination procedure and agreed objective if aerodrome operator is not in charge of maintenance of Visual Aids and Electrical system.	☐	☐	☐	
9	Whether procedures exist for marking and lighting of the obstacles , on the aerodrome and its vicinity, which could present a hazard to aircraft ?	☐	☐	☐	
10	Whether procedures for marking and lighting of the obstacles , on the aerodrome and its vicinity, which could present a hazard to aircraft are implemented?	☐	☐	☐	
5.9 Apron Management(To be seen when an Apron Management Service is provided)					
1	Check the procedure and its implementation to ensure coordination with ATS	☐	☐	☐	
2	Check the use of acceptable aero planes for each parking stand	☐	☐	☐	
3	Whether Apron safety line is provided	☐	☐	☐	
4	Whether safety instructions for all agents on the apron is provided	☐	☐	☐	
5	Check the procedure for placement and pushback	☐	☐	☐	
5.10 Apron Safety Management					
1	Check the procedure for the inspection of the apron area(I)	☐	☐	☐	
2	Check the coordination procedures with fueling companies	☐	☐	☐	

3	Check the coordination procedures with other ground handling agencies	☐	☐	☐	
5.11 Vehicles on the movement area					
1	Whether Vehicles in the movement area are adequately equipped. Check the procedure	☐	☐	☐	
2	Whether Drivers have undergone appropriate training.	☐	☐	☐	
3	Whether Aerodrome operator is responsible for imparting initial/recurrent training to vehicle drivers .Check the training plan .	☐	☐	☐	
4	Whether any other service provider is responsible for imparting initial/recurrent training to vehicle drivers, if yes, check formal coordination between them	☐	☐	☐	
5.12 Wildlife Hazard Management					
1	Check the procedure for taking discouraging action to prevent the presence of wildlife	☐	☐	☐	
2	Check who is in charge of taking action and what their training is.	☐	☐	☐	
3	Check as to how the reporting, filing and when the action is taken	☐	☐	☐	
4	Check as to what equipment are used for taking the action	☐	☐	☐	
5	Check aerodrome vicinity after taking discouraging action	☐	☐	☐	
6	Check the monitoring action and conduct wildlife assessment	☐	☐	☐	
7	Check coordination procedure with ATS	☐	☐	☐	
8	Check the procedure to record and analyze the incidents involving wildlife	☐	☐	☐	
9	Check the procedure to collect the remains of Wildlife	☐	☐	☐	
10	Check the procedure for monitoring the corrective action to be taken subsequently.	☐	☐	☐	
11	Check the procedure for reporting Wildlife incidents to GACA	☐	☐	☐	
12	Check for new deviations in respect of wildlife	☐	☐	☐	
5.13 Obstacles					
1	Check the procedure to ensure the availability of obstacle chart	☐	☐	☐	
2	Check the procedure for monitoring the check, their frequency, filing and follow up actions	☐	☐	☐	
3	Check the procedure to ensure the obstacles do not present danger for safety	☐	☐	☐	
4	Check the procedure for taking corrective action when obstacles present danger for safety	☐	☐	☐	
5.14 Removal of Disabled Aeroplane					
1	Check the plan for removal of disabled aero plane	☐	☐	☐	
2	Check the roles and responsibilities of aerodrome operator	☐	☐	☐	
3	Check the procedure for coordination with other agencies	☐	☐	☐	
4	Check whether means are available or can be made available for removal of disabled aero plane	☐	☐	☐	

5.15 Dangerous Goods					
1	Check arrangements for special areas on aerodrome	☐	☐	☐	
2	Check storage area	☐	☐	☐	
3	Check the procedures for handling of Dangerous goods	☐	☐	☐	
5.16 Low Visibility Operations					
1	Check Coordination between Aerodrome Operator and ATS	☐	☐	☐	
2	Check awareness of status of LVP and deterioration of Visual Aids	☐	☐	☐	
3	Check the procedure for action to be taken when LVP is in process	☐	☐	☐	
5.17 Protection of site for radar, navigation aids and MET equipment					
1	Check the procedures for protection	☐	☐	☐	
A. OPERATIONAL SAFETY DURING AERODROME WORKS					
1	Check whether a procedure describing the necessary notification to the different stakeholders exists when executing work on the aerodrome.	☐	☐	☐	
2	Check whether risk assessments have been carried out before taking the work hand.	☐	☐	☐	
3	Check whether roles and responsibilities of the various parties, including their relationship and the enforcement of safety measures exists	☐	☐	☐	
4	Check the procedure for safety monitoring during the aerodrome works	☐	☐	☐	
5	Check the procedure for reopening of the facilities after works	☐	☐	☐	
6	Check the necessary coordination with ATS during aerodrome works	☐	☐	☐	
7	Check the availability of approval for maintenance service providers	☐	☐	☐	
B. ON-SITE VERIFICATION OF THE SMS					
1	Check whether Aerodrome operator has appointed an Accountable Executive and safety manager	☐	☐	☐	
2	Check Whether Accountable executive has put in place Safety Policy ;endorsed by him/her.	☐	☐	☐	
3	Check whether safety managers are independent of operational tasks	☐	☐	☐	
4	Check the Aerodrome operator’s competence and capability to ensure safety responsibility at the aerodrome	☐	☐	☐	
5	Check whether the Aerodrome operator has defined the safety responsibilities of each staff member and lines of responsibility.	☐	☐	☐	
6	Whether aerodrome operator is implementing the outcome for the conduct of risk assessments or aeronautical studies to meet safety policies and processes?	☐	☐	☐	
7	Check whether an aerodrome operator formally monitors the staff and subcontractors’ training, ensuring that it is sufficient.	☐	☐	☐	

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8	Check whether an aerodrome operator has a procedure to ensure that incidents are reported by staff and subcontractors	☐	☐	☐	
9	Check whether the description of actions are in place to report the incidents.	☐	☐	☐	
10	Check whether procedures are in place reports and analyses of the incidents are filed	☐	☐	☐	
11	Check whether procedures are in place to report the incidents to GACA	☐	☐	☐	
12	Check the procedure for coordination among other stakeholders	☐	☐	☐	
13	Check whether a procedure is in place in order to identify, analyze and assess hazards to the safe operation of aero planes and to put in place suitable mitigating measures;	☐	☐	☐	
14	Check whether a procedure for ensuring any change at the aerodrome, its impact on safety is analyzed, listing the subsequent hazards that could be generated.	☐	☐	☐	
15	Check Whether procedure describes who conducts the analysis, when and how the hazards are monitored, what actions are subsequently taken, and the criteria leading to the analysis.	☐	☐	☐	
16	Check whether the aerodrome operator sets and monitors its own safety indicators that illustrate its safety criteria, in order to be able to analyze the potential deficiencies;	☐	☐	☐	
17	Check whether the aerodrome operator has a safety audit program in place which includes a training program for those involved;	☐	☐	☐	
18	Check whether the aerodrome operator has a process to promote safety-related information.	☐	☐	☐	

Remarks,if any:

DETAILS OF GACA AERODROME SAFETY INSPECTORS

Name	Signature	Date

DETAILS OF CERTIFICATION PROJECT MANAGER

Name	Signature	Date