

AERODROME SAFETY INSPECTOR - AERODROME MANUAL CHECKLIST

(GACAR PART 139)

Inspector Guidance: This checklist will be used by Aerodrome Safety Inspectors to examine the contents and sufficiency of the Aerodrome Manual. CPM should submit his comments/recommendations to the Manager/General Manager for acceptance of the Aerodrome Manual.

NO.	DESCRIPTION OF ITEMS IN AERODROME MANUAL	AERODROME MANUAL COMPLIANCE CHECK			REMARKS/ OBSERVATIONS
		Yes	No	Page Ref	
1.0	Introduction				
1.1	Purpose of the aerodrome manual	☐	☐		
1.2	Legal position regarding aerodrome certification as contained in the applicable regulation.	☐	☐		
1.3	Distribution of the aerodrome manual to the identities listed in the aerodrome manual.	☐	☐		
1.4	Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed.	☐	☐		
1.5	The process to review the aerodrome manual to include a record of all amendments, effective dates and amendment approvals.	☐	☐		
1.6	Checklist of pages	☐	☐		
1.7	Preface by certificate holder (aerodrome operator)	☐	☐		
1.8	Table of contents	☐	☐		
1.9	Glossary of terms	☐	☐		
2.0	Technical Administration				
2.1	Name and address of the aerodrome	☐	☐		
2.2	Name and address of the aerodrome operator	☐	☐		
2.3	Name and contact details of the accountable executive and aerodrome management personnel.	☐	☐		
2.4	Aerodrome Operator organization chart	☐	☐		
3.0	Description of Aerodrome (Aerodrome Characteristics)				
3.1	Latitude and longitude of the aerodrome reference point in World Geodetic System — 1984 (WGS-84) format.	☐	☐		
3.2	Elevations of Aerodrome.	☐	☐		
3.3	Elevations of Apron.	☐	☐		
3.4	Aerodrome Plan showing aerodrome reference point and layout of runway, taxiway, apron, heliports, aerodrome markings, lighting, Nav-Aids, ATC, RFF Stations etc.	☐	☐		
3.5	Description of height and location of obstacles that infringe upon the standard protection surfaces, whether lighted or not & detailed in AIP.	☐	☐		

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3.6	Procedures for ensuring that the plans are up to date and accurate.	☐	☐		
3.7	Data for, and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.	☐	☐		
3.8	Details of the surfaces, dimensions and classification or bearing strengths of runways, taxiways and aprons.	☐	☐		
4.0	List of authorized deviations				
4.1	Check the list of authorised deviations has been provided in the manual.	☐	☐		
5.0	Operational Procedures				
5.1	Promulgation of aeronautical information	☐	☐		
5.1.1	System of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements.	☐	☐		
5.2	Control of access				
5.2.1	Control of access to the aerodrome and its operational areas, including the location of noticeboards, and the control of vehicles in the operational areas	☐	☐		
5.3	Emergency Planning				
5.3.1	Aerodrome operator's arrangements in response to an emergency.	☐	☐		
5.3.2	Description of actions to be taken by the aerodrome operator as part of plans for dealing with different emergencies occurring at the aerodrome or in its vicinity.	☐	☐		
5.3.3	Contact list of organizations, agencies and persons of authority.	☐	☐		
5.3.4	Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency	☐	☐		
5.3.5	Reporting mechanism in the event of emergency	☐	☐		
5.3.6	Details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests	☐	☐		
5.3.7	Details of the exercises to test emergency plans, including the frequency of those exercises	☐	☐		
5.3.8	Arrangements for personnel training and preparation for dealing with emergencies	☐	☐		
5.4	Rescue and Firefighting (RFF) Services				
5.4.1	Policy statement on the RFF categories to be provided.	☐	☐		
5.4.2	Where the senior aerodrome fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the aerodrome manual.	☐	☐		
5.4.3	Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, duration, and procedures to notify pilots etc.	☐	☐		
5.4.4	At aerodromes where a higher category of RFF is available by prior arrangement, the aerodrome manual should clearly state the actions necessary to upgrade the	☐	☐		

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	facility.				
5.4.5	Aerodrome operator's objectives for each RFF category provided should be defined, including a (a) brief description of the amounts of extinguishing agents provided; (b) discharge rates; (c) foam-producing appliances; (d) manning levels; and (e) levels of supervision etc.	☐	☐		
5.4.6	Procedures for monitoring the aircraft movement areas for the purpose of alerting RFF personnel.	☐	☐		
5.4.7	Procedures for indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained.	☐	☐		
5.4.8	Procedures for indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected	☐	☐		
5.4.9	Check where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, and appliances with aerial capability, for which details have been included in the aerodrome manual.	☐	☐		
5.4.10	Check where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome, the policies or letters of agreement are included in the aerodrome manual.	☐	☐		
5.4.11	Check that statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel is provided in the manual i.e. (a) Fuel fire training; (b) Low Visibility Procedures; (c) First Aid and (d) special training to use apparatus in emergencies, and heat and smoke; (e) health and safety; and legal requirements etc.	☐	☐		
5.4.12	Check for Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed.	☐	☐		
5.4.13	Check if aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aircraft RFF responses are included in manual.	☐	☐		
5.4.14	Check in case aerodrome operator expects the RFF facility to respond to aircraft accidents landside, the policy describes and includes procedures to manage effects on continued aircraft operations.	☐	☐		
5.4.15	Checking the availability of additional water supplies is described in manual.	☐	☐		
5.4.16	Check aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP are described in manual.	☐	☐		
5.5	Inspection of the Movement Area				
5.5.1	Routine aerodrome inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections	☐	☐		
5.5.2	Procedures for sweeping runways, taxiways and aprons	☐	☐		
5.5.3	Inspecting the aprons, runways and taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.	☐	☐		
5.5.4	Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways	☐	☐		

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5.5.5	Establish procedures to assess and report runway surface condition through a runway condition code (RWYCC) and a description using the appropriate terms?	☐	☐		
5.5.6	The check manual has procedures for assessment and promulgation of (a) runway surface conditions; (b) Details of inspections and their frequency; (c) Methods and arrangements for inspection of FODs, Markings, Lighting etc.; Procedures for reporting of results and action follow-up; (d) Procedures for logbooks; and Procedures for communication with air traffic control etc.	☐	☐		
5.6	Maintenance of the Movement Area				
5.6.1	Promulgation of information on the aerodrome operational state, temporary withdrawals of facilities, runway closures etc.	☐	☐		
5.6.2	Arrangements for maintaining the paved areas, including the runway friction assessments.	☐	☐		
5.6.3	Whether arrangements are made for timely removal of contaminants?	☐	☐		
5.6.4	Arrangements for maintaining the unpaved runways, taxiways and heliports, if provided.	☐	☐		
5.6.5	Arrangements for maintaining the runway and taxiway strips.	☐	☐		
5.6.6	Arrangements for maintaining aerodrome drainage.	☐	☐		
5.6.7	Arrangements for maintaining visual aids, including measurement of intensity, beam spread, orientation of lights, maintenance performance objective level as a part of preventive maintenance.	☐	☐		
5.6.8	Arrangements for maintaining the obstacle lighting.	☐	☐		
5.6.9	Arrangements for reporting and action taken in the event of failure or unsafe occurrence.	☐	☐		
5.7	Hazardous meteorological conditions etc.				
5.7.1	Check that manual, if applicable, describe the procedures for handling hazardous metrological, snow or ice controls.	☐	☐		
5.8	Visual Aids				
5.8.1	Responsibilities with respect to the aerodrome ground lighting system.	☐	☐		
5.8.2	A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals	☐	☐		
5.8.3	Procedures for operational use and brilliancy settings of the lighting system.	☐	☐		
5.8.4	Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations.	☐	☐		
5.8.5	Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs.	☐	☐		
5.8.6	The location of and responsibility for obstacle lighting on and off the aerodrome.	☐	☐		
5.8.7	Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.	☐	☐		
5.8.8	The control of work, including trenching and agricultural activity, may affect the safety of the aircraft.	☐	☐		
5.9	Apron Management				

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5.9.1	Arrangements between air traffic control, the aerodrome operator and the apron management unit.	☐	☐		
5.9.2	Arrangements for allocating aircraft stands.	☐	☐		
5.9.3	Arrangements for initiating engine start and ensuring clearance of aircraft pushback.	☐	☐		
5.10	Apron Safety Management				
5.10.1	Means and procedures for jet blast protection.	☐	☐		
5.10.2	Arrangements of safety precautions during aircraft refueling operations.	☐	☐		
5.10.3	Arrangements for apron sweeping and cleaning.	☐	☐		
5.10.4	Arrangements for reporting incidents and accidents on an apron.	☐	☐		
5.10.5	Arrangements for assessing the safety compliance of all personnel working on the apron.	☐	☐		
5.10.6	Arrangements for the use of advanced visual docking systems, if provided.	☐	☐		
5.11	Vehicles in the Movement Area				
5.11.1	Details of the applicable traffic rules (including speed limits and the means of enforcing the rules).	☐	☐		
5.11.2	Method and criteria for allowing drivers to operate vehicles on the movement area.	☐	☐		
5.11.3	Arrangements and means of communicating with air traffic control.	☐	☐		
5.11.4	Details of the equipment needed in vehicles that operate on the movement area.	☐	☐		
5.12	Wildlife Hazard Management				
5.12.1	Arrangements and methods for dispersal birds and other wildlife.	☐	☐		
5.12.2	Measure to discourage birds and other wildlife.	☐	☐		
5.12.3	Arrangements for assessing wildlife hazards.	☐	☐		
5.12.4	Arrangements for implementing wildlife control programs.	☐	☐		
5.13	Obstacles				
5.13.1	Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).	☐	☐		
5.13.2	Arrangements for controlling new developments in the vicinity of aerodromes.	☐	☐		
5.13.3	The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.	☐	☐		
5.13.4	Arrangements for removal of an obstacle.	☐	☐		
5.14	Removal of Disabled Aircraft				
5.14.1	Details of the capability for removal of a disabled aircraft.	☐	☐		
5.14.2	Arrangements for removing a disabled aircraft, including the reporting and notifying procedures and liaison with ATC.	☐	☐		

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5.14.3	the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.	☐	☐		
5.14.4	the role of the aerodrome operator and the holder of the aircraft certificate of registration.	☐	☐		
5.15	Dangerous Goods				
5.15.1	Arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods.	☐	☐		
5.16	Low Visibility Operations				
5.16.1	Obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility.	☐	☐		
5.16.2	Protection of runways during LVP if such operations are permitted.	☐	☐		
5.16.3	Arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area	☐	☐		
5.16.4	Whether arrangements are in place to restrict construction or maintenance activities in the proximity of aerodrome electrical systems during low visibility operations	☐	☐		
5.17	Protection of sites for radar, navigation aids and meteorological equipment				
5.17.1	Description of the areas to be protected and procedures for their protection.	☐	☐		
5.18	Aerodrome Works-Safety				
5.18.1	Arrangements for communicating with air traffic control during the progress of such work	☐	☐		
5.18.2	the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all time	☐	☐		
5.18.3	the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work.	☐	☐		
5.18.4	a distribution list for work plans, if required	☐	☐		
6.0	Safety management system (SMS)-CPM must take the report from the SMS Department and fill in the data.				
6.1	Check that Safety policy has been described in the SMS Manual.	☐	☐		
6.2	Operator's structure and responsibility-of accountable executive, management personnel, operational staff, organizational chart supporting the commitment to the safe operation of the aerodrome etc.	☐	☐		
6.3	Procedure and methods of Training.	☐	☐		
6.4	Procedures for complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.	☐	☐		
6.5	Hazard analysis and risk assessment procedures.	☐	☐		
6.6	Management of change and change approvals.	☐	☐		

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6.7	Safety criteria and indicators and safety audits.	☐	☐		
6.8	Documentation Management.	☐	☐		
6.9	Safety-related committees.	☐	☐		
6.10	Safety promotion.	☐	☐		
6.11	Responsibility for ensuring and monitoring safety by the contractors and third parties operating on the aerodrome.	☐	☐		

Remarks, if any: (Aerodrome Safety Inspector shall write any additional information/findings observed during the technical inspection and on-site verification, if any, in the space given below.

DETAILS OF AERODROME SAFETY INSPECTORS

Name	Signature	Date

DETAILS OF CERTIFICATION PROJECT MANAGER

Name	Signature	Date