

DOCUMENT INITIAL REVIEW FORM - ERP

(GACAR PART 151)

Document(s)	Emergency Response Plan
Organization	
Issue Date	
Review Date	

Conformance	S = Satisfactory	U = Unsatisfactory	X = Not Applicable
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Item	Subject / Subtopic	S	U	X
1.	General / Administration			
1.1	Issue / Edition number and Effectivity / Validity Date	☐	☐	☐
1.2	Company Name, Location and Contact Details	☐	☐	☐
1.3	List of Effective Pages	☐	☐	☐
1.4	Record of Revision (Date and page included)	☐	☐	☐
1.5	Distribution List	☐	☐	☐
1.6	Table of Contents	☐	☐	☐
1.7	Definitions / Abbreviations	☐	☐	☐
1.8	Appendices / List and Sample of Forms and Checklists	☐	☐	☐
1.9	Manual Review and Amendment Procedure Including the Notification to the President for Acceptance of Revisions	☐	☐	☐
1.10	Document Administration and Control Procedures	☐	☐	☐
1.11	Key Person Responsible for the Emergency Preparedness & Response	☐	☐	☐
1.12	ERP Duties & Responsibilities (ERP Organizational Chart)	☐	☐	☐
1.13	Contact Details of Associated Personnel	☐	☐	☐
1.14	Call-out Plan for Key Personnel	☐	☐	☐
1.15	Coordination of Emergency Efforts Internally & with External Parties (Including Aerodrome)	☐	☐	☐
1.16	Setting up an Emergency Management Centre (EMC)	☐	☐	☐
1.17	Designation of Corporate Spokesperson for Dealing with the Media	☐	☐	☐
1.18	Defining Available Resources (including financial) for Immediate Response	☐	☐	☐
1.19	Designating Company representative to any Formal Investigations	☐	☐	☐
1.20	Special Equipment/Arrangements Applicable to ERP (Clothing, Documentation, Transportation, Accommodation, etc.)	☐	☐	☐
1.21	Business Continuity Provisions while on Emergency/Crisis Management	☐	☐	☐
1.22	ERP Initial & Recurrent Training	☐	☐	☐
1.23	ERP Periodic Exercises	☐	☐	☐
1.24	Post Occurrence Review/De-brief Provisions	☐	☐	☐
2.	Emergency Case Scenarios			
2.1	Designated Emergency Codes & Call Signs	☐	☐	☐
2.2	Aircraft Local Standby	☐	☐	☐
2.3	Aircraft Full Emergency Alert	☐	☐	☐
2.4	Aircraft Accident on Airport	☐	☐	☐
2.5	Aircraft Accident off Airport	☐	☐	☐
2.6	Airport/own Facilities Domestic Fire	☐	☐	☐
2.7	Ground Servicing Accidents where Passenger and/or Staff Injury is Involved	☐	☐	☐

