

DOCUMENT INITIAL REVIEW FORM - ERP

(GACAR PART 151)

	iment(s)		Eme	rgency Response Plan									
	panization												
Issue Date													
Review Date													
	Confo	rmance	S = Satisfactory	U = Unsatisfactory	X = Not A	Applicable							
Iten	m Subject / Subtopic					S	U	Χ					
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	of Revision (Date	and page included)										
1.5	Distribut	ion List											
1.6	Table of	Contents											
1.7	Definition	ns / Abbreviations	3										
1.8	Appendi	ces / List and Sai	mple of Forms and Checkl	ists									
1.9	Manual Review and Amendment Procedure Including the Notification to the President for Acceptance of Revisions												
1.10	Docume	nt 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 Occ	ost Occurrence Review/De-brief Provisions											
2.	Emergency Case Scenarios												
2.1	Designa	esignated Emergency Codes & Call Signs											
2.2	Aircraft L	Aircraft Local Standby											
2.3	Aircraft F	Aircraft Full Emergency Alert											
2.4	Aircraft A	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												

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(OAOARTART 101)												
2.8	Evacuation (passenger terminal or/and own facility)											
2.9		Bomb Threat (facilities or aircraft)										
2.10	Unla	Unlawful Interference (including hijacking)										
2.11	Dangerous Goods Accident											
2.12	Contagious Diseases / Pandemic											
2.13	3 Large Spillage (fuel, hydraulics, lubricants of aircraft or/and own equipment)											
2.14 National Disaster												
2.15 Aircraft Removal Coordination Plan (if delegated from a customer airline)												
Ite	m	Reference										
(Above)		(in the Manual)	Findings / Observations / Remarks									
	-											