

## STATEMENT OF COMPLIANCE – AERODROME. FORM 1631

نموذج التأكد من تطبيق المعايير

### SECTION A. AERODROME ADDRESS AND KEY RESOURCES PERSONAL.

#### 1. The Aerodrome

Full name of the Aerodrome :		Address:		Telephone number (Work/Mobile) :	
Fax number :		Email:		Website:	

#### 2. Certificate Holder

Full name:	Telephone number (Work/Mobile) :	Fax:
Email :		

#### 3. Aerodrome certificate Inspector

Full name:	Telephone number (Work/Mobile) :	Fax:
Email :		

#### 4. Aerodrome Safety Manager (If different from above)

Full name:	Telephone number (Work/Mobile) :	Fax:
Email :		

#### 5. The person in charge of day-to-day operation of the Aerodrome

Full name:	Telephone number (Work/Mobile) :	Fax:
Email :		

#### 6. Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service (if any)

Full name:	Telephone number (Work/Mobile) :	Fax:
Email :		

7. Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS) if any:

<b>Full name:</b>	<b>Telephone number (Work/Mobile) :</b>	<b>Fax:</b>
<b>Email :</b>		

**SECTION B. SAFETY MANAGEMENT SYSTEM ASSESSMENT.**

1. Describe the current framework for managing safety and state where is it documented.
2. Describe how your aerodrome meets the requirements of GACAR Part 5 (SMS)
3. Describe the process, which ensures that the risks involved in any activity on the aerodrome have been reduced to the minimum acceptable level
4. How and when is this reviewed
5. Are Safety Objectives and Key Performance Indicators used in your Operating Procedures?
6. Describe how they are maintained and reviewed.
7. Describe the safety audit process in place at your aerodrome
8. Describe the reporting and investigation process following any accident/incident or internal audit
9. Describe how any identified learning outcomes or actions are incorporated into your policy an procedures?
10. List any items from last year’s GACA Certification enforcement Audit Report that have not been completed, with comments on the progress for each item.

**SECTION C. TRAINING AND MANUALS ACCURACY**

1. Describe how staffs are trained.
2. Describe how those involved in operational activities maintain their competence to an appropriate standard
3. How do you ensure that the New Safety Staff are trained and made aware of the safety issues working in an aerodrome ‘airside’ environment
4. How do you ensure that the New transferred Safety Staff are trained and made aware of the safety issues working in an aerodrome ‘airside’ environment
5. How do you ensure the adequacy of the Airside Safety Training for the staff of all organizations operating airside?
6. How do you ensure that all staff is aware of the necessary safety information & knowledge, and of any changes that occur?
7. What is your policy for reviewing and amending the Aerodrome Manual?
8. When and by whom the Aerodrome Manual was last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?

9. How do you ensure all aerodrome operating staff have access to, and have read and understood, those parts of the Aerodrome Manual that apply to them?
10. Who is responsible for Aerodrome Safeguarding at your aerodrome?
11. What training have they received?
12. Describe the safeguarding procedure in place at your aerodrome?
13. How many safeguarding consultations have you processed since the last GACA enforcement certification audit?
14. List of all current developments projects
15. List of all projects Have taken place in the past 12 months
16. List of all projects still in the planning stage

#### SECTION D. AERODROME STANDARDS (GACAR PART 139).

1. Aerodrome Activities. Provide the following details of aircraft types and movements for the last 12 months or proposed movements

Activities	List the largest A/C Type in each activity group.	Rescue Fire Fighting (RFF) Category of the aircraft.	Category of RFF cover provided at the aerodrome
Public Transport			
Flying Training			
Freight			
Specified Hazardous Freight			
Maintenance or positioning			
Aerial Work			

Activities	List the largest A/C Type in each activity group.	RFF Category of the aircraft.	Category of RFF cover provided at the aerodrome
Other Aviation Activities not requiring the use of a certified aerodrome i.e. Gliding, Parachuting, Microlights			
Other Aviation Activities			

2. Physical Characteristics. Runways. Factual statement.

Runway Designator	Code No. & letter	Runway Width	Bearing Strength (PCN)	Runway Strip Width	GACAR Part 139 is respected	Special procedures are required

3. Physical Characteristics. Runways. Declared Distances.

Runway Designator			

<b>Dimensions</b>			
<b>LOG/PCN</b>			
<b>Instrument/Visual</b>			
<b>Grid Reference (centreline at both ends)</b>			
<b>TOR (start / End)</b>	..... / .....	..... / .....	..... / .....
<b>ED (start / End)</b>	..... / .....	..... / .....	..... / .....
<b>TOD (start / End)</b>	..... / .....	..... / .....	..... / .....
<b>LD (start / displaced threshold / End)</b>	..... / ..... / .....	..... / ..... / .....	..... / ..... / .....
<b>Total Undershoot (From / to / RESA Available)</b>	..... / ..... / .....	..... / ..... / .....	..... / ..... / .....
<b>Total Over-run (From / to / RESA Available)</b>	..... / ..... / .....	..... / ..... / .....	..... / ..... / .....
<b>Approach Surface Slope</b>			

4. **Physical Characteristics. Taxiways. Factual Statement.**

Taxiway Designator	Code	Width	Bearing Strength (PCN)	Strip Width	GACAR Section 14 is respected	Special procedures are required

5. **Physical Characteristics. Runway and Safety Areas (RESA). Factual Statement.**

Runway Designator	Undershoot RESA (metres)	Overrun RESA (metres)	Bearing Strength (PCN)	GACAR Part 139 is respected	Special procedures are required	Date of last RESA study conducted

6. **Physical Characteristics. Aerodrome Ground Lighting (AGL). Factual Statement.**

	Indicate type of lights (HI, LI)			GACAR Part 139 is respected	Last Inspection / Maintenance operation	Comments
<b>Runway (designator)</b>					..... / .....	
<b>Approach</b>					..... / .....	
<b>Supplementary</b>					..... / .....	
<b>PAPI</b>					..... / .....	
<b>APAPI</b>					..... / .....	
<b>LITAS</b>					..... / .....	
<b>Runway centreline</b>					..... / .....	
<b>Runway Edge</b>					..... / .....	
<b>Threshold</b>					..... / .....	
<b>End</b>					..... / .....	
<b>TDZ</b>					..... / .....	
<b>Stopway</b>					..... / .....	
<b>Taxiway Edge</b>					..... / .....	
<b>Taxiway Centreline</b>					..... / .....	
<b>Illuminated signs</b>					..... / .....	
<b>Illuminated Windsleeves</b>					..... / .....	
<b>Aircraft Stands</b>					..... / .....	
<b>Docking Guidance</b>					..... / .....	
<b>Floodlighting</b>					..... / .....	
<b>Obstacles</b>					..... / .....	
<b>Others (helicopters, parachutes, etc.)</b>					..... / .....	

7. **Physical Characteristics. Aerodrome Survey Information. Factual statement.**

	Date of the last Survey	Date of the last check survey	GACA approval date	Action plan following GACA comments	Comments

<b>Aerodrome Plan. Scale 1:2500.</b>					
<b>AGA survey</b>					
<b>Precision approach CAT I</b>					
<b>Procedure Survey CAT II/III</b>					
<b>Precision approach terrain chart survey</b>					
<b>Dominant obstacle survey</b>					
<b>Departure Area</b>					

8. **Physical Characteristics. Markings & signs provided. Factual Statement.**

	Marking & signs provided (type, details). Provide a coloured diagram if needed			GACAR Part 139 is respected	Last Inspection / Maintenance operation	Comments
Runway (designator)					..... / .....	
Runway threshold					..... / .....	
Aiming Point					..... / .....	
Touchdown zone					..... / .....	
Runway centreline					..... / .....	
Runway Edge Markings					..... / .....	
Runway Edge (Grass)					..... / .....	
Runway Edge					..... / .....	
Taxiway Centreline					..... / .....	
Taxiway Edge					..... / .....	
Taxiway Intermediate hold					..... / .....	
Runway taxi-holding positions					..... / .....	
Signs as Mandatory					..... / .....	
Signs as Information					..... / .....	
Boundary Markers					..... / .....	
Landing Y / Signals Area					..... / .....	
Windsleeve (illuminated)					..... / .....	
Other Signals / Markings					..... / .....	

**SECTION E. AERODROME MAINTENANCE AND OPERATIONS**

1. What is the aerodrome policy on aerodrome lighting inspections and where is it documented?
2. Describe the fault reporting and follow up system that ensures faults are rectified? Who conducted it? How the follow-up is made?
3. What is the policy for checking the alternate input power supply to the AGL system? Who conducted it? How the follow-up is made?
4. Confirm that all aprons, stands and hardstandings meet the requirements of GACAR Part 139:
  - 4.1. Slopes Yes  No
  - 4.2. Markings Yes  No
  - 4.3. Aircraft stand spacing Yes  No
  - 4.4. Aircraft clearance from obstructions Yes  No
5. What is the aerodrome policy and process on aerodrome inspections for markings, signals and signage
6. What is the aerodrome policy on calibration, marking and lighting of a vehicle used for visual inspection proposes?
7. What is the policy to ensure all persons employed for visual inspection proposes?

**SECTION F. LOW VISIBILITY PROCEDURES (LVP)**

1. In what documents are the LVPs for your aerodrome laid out?
2. What is the aerodrome's policy on testing the low visibility procedures?

3. Describe the aerodrome Boundary
  - 3.1. Construction (type, when)
    - 1.1. Height
    - 1.2. Frequency of Inspection
4. Entrance gates
  - 4.1. How many Entrance gates you have?
  - 4.2. How are they made secure
5. Emergency access gates
  - 5.1. How many Emergency Entrance gates you have?
  - 5.2. How are the Emergency Entrance gates made secure
  - 5.3. Who is responsible of securing the Emergency gates
  - 5.4. Who is holding the keys of the Emergency Gates
6. If the obstacle free zone is safeguarded for all ILS operations?
7. Are vehicles allowed on the manoeuvring area during LVPs?
8. Are vehicles allowed on the apron(s) during LVPs?
9. Is the Airside Driver Training Scheme operated in accordance with best practice during LVPs?
10. What are the policies for Airside Driver Training?
  - 10.1. Initial?
  - 10.2. Re-checking?
  - 10.3. Visitor's vehicles?
  - 10.4. Where are they allowed?
  - 10.5. Are any passes or permits required for a visitor's vehicles?
11. What is the aerodrome's policy on prevention of runway incursion?
12. Are they any vehicular traffic routes that intersect runways or taxiways?

#### SECTION G. RUNWAY FRICTION ASSESSMENT

1. Do you have policies & procedures for the following areas of periodic friction assessment?
  - 1.1. Training in use of equipment?
  - 1.2. Record keeping?
  - 1.3. Maintenance of equipment?
2. Where are the above policies and procedures documented?
3. What is the type of Continuous Friction Measuring Equipment (CFME) used for runway surface friction assessments
4. When do you conducted the most recent runway surface friction assessment (please ensure that a complete copy of the most recent runway surface friction assessment is available to the GACA during the audit)
5. Do you have a Maintenance Planning Level for Runway Friction Assessment Inspection?
6. Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Maintenance Planning Level?

#### SECTION H. WILDLIFE HAZARD CONTROL

1. Who is responsible for Wildlife hazard control on your aerodrome?
2. How many people are engaged in Wildlife hazard control at any one time?
3. If not a "dedicated" team, what duties are the Wildlife hazard controllers drawn from?
4. Have all personnel attended a formal Wildlife hazard control-training course?
5. How is Wildlife hazard control undertaken?
  - 1.1. Constant patrol and control? Yes  No
  - 1.2. Before first movement and as required until last movement? Yes  No
  - 1.3. Response to ATC call-out? Yes  No
  - 1.4. Other Yes  No

2. **What equipment is utilized in your Wildlife hazard control?**
3. **What are the main species of Wildlife on your aerodrome?**
4. **How many Wildlife strikes has the aerodrome identified in the year to date?**
5. **What policy do you have in place to manage the airfield grass throughout the year?**
6. **When was an assessment of the 15km Wildlife circle last made and by whom?**