

AERODROME SAFETY INSPECTOR - AERODROME MANUAL CHECKLIST

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	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Legal position regarding aerodrome certification as contained in the applicable regulation.	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Distribution of the aerodrome manual to the identities listed in the aerodrome manual.	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed.	<input type="checkbox"/>	<input type="checkbox"/>		
1.5	Checklist of pages	<input type="checkbox"/>	<input type="checkbox"/>		
1.6	Preface by certificate holder (aerodrome operator)	<input type="checkbox"/>	<input type="checkbox"/>		
1.7	Table of contents	<input type="checkbox"/>	<input type="checkbox"/>		
1.8	Glossary of terms	<input type="checkbox"/>	<input type="checkbox"/>		
2.0	Technical Administration				
2.1	Name and address of the aerodrome	<input type="checkbox"/>	<input type="checkbox"/>		
2.2	Name and address of the aerodrome operator	<input type="checkbox"/>	<input type="checkbox"/>		
2.3	Name and contact details of the accountable executive and aerodrome management personnel.	<input type="checkbox"/>	<input type="checkbox"/>		
2.4	Aerodrome Operator organization chart	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
3.2	Elevations of Aerodrome.	<input type="checkbox"/>	<input type="checkbox"/>		
3.3	Elevations of Apron.	<input type="checkbox"/>	<input type="checkbox"/>		
3.4	Aerodrome Plan showing aerodrome reference point and layout of runway, taxiway, apron, heliports, aerodrome markings, lighting, Nav-Aids, ATC, RFF Stations etc.	<input type="checkbox"/>	<input type="checkbox"/>		
3.5	Description of height and location of obstacles that infringe upon the standard protection surfaces, whether lighted or not & detailed in AIP.	<input type="checkbox"/>	<input type="checkbox"/>		
3.6	Procedures for ensuring that the plans are up to date and accurate.	<input type="checkbox"/>	<input type="checkbox"/>		
3.7	Data for, and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.	<input type="checkbox"/>	<input type="checkbox"/>		
3.8	Details of the surfaces, dimensions and classification or bearing strengths of runways, taxiways and aprons.	<input type="checkbox"/>	<input type="checkbox"/>		
4.0	List of authorized deviations				
4.1	Check the list of authorised deviations has been provided in the manual.	<input type="checkbox"/>	<input type="checkbox"/>		
5.0	Operational Procedures				
5.1	Promulgation of aeronautical information	<input type="checkbox"/>	<input type="checkbox"/>		

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5.1.1	System of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements.	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>		
5.3	Emergency Planning				
5.3.1	Aerodrome operator's arrangements in response to an emergency.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.3	Contact list of organizations, agencies and persons of authority.	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.5	Reporting mechanism in the event of emergency	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.6	Details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.7	Details of the exercises to test emergency plans, including the frequency of those exercises	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.8	Arrangements for personnel training and preparation for dealing with emergencies	<input type="checkbox"/>	<input type="checkbox"/>		
5.4	Rescue and Firefighting (RFF) Services				
5.4.1	Policy statement on the RFF categories to be provided.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
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 facility.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.6	Procedures for monitoring the aircraft movement areas for the purpose of alerting RFF personnel.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.8	Procedures for indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.10	Check where the aerodrome is reliant upon other	<input type="checkbox"/>	<input type="checkbox"/>		

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	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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.12	Check for Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.15	Checking the availability of additional water supplies is described in manual.	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.16	Check aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP are described in manual.	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>		
5.5.2	Procedures for sweeping runways, taxiways and aprons	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.5.4	Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways	<input type="checkbox"/>	<input type="checkbox"/>		
5.5.5	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.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
5.6.2	Arrangements for maintaining the paved areas, including the runway friction assessments.	<input type="checkbox"/>	<input type="checkbox"/>		
5.6.3	Arrangements for maintaining the unpaved runways, taxiways and heliports, if provided.	<input type="checkbox"/>	<input type="checkbox"/>		
5.6.4	Arrangements for maintaining the runway and taxiway strips.	<input type="checkbox"/>	<input type="checkbox"/>		
5.6.6	Arrangements for maintaining aerodrome drainage.	<input type="checkbox"/>	<input type="checkbox"/>		
5.6.7	Arrangements for maintaining visual aids, including measurement of intensity, beam spread and orientation of lights.	<input type="checkbox"/>	<input type="checkbox"/>		
5.6.8	Arrangements for maintaining the obstacle lighting.	<input type="checkbox"/>	<input type="checkbox"/>		

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5.6.9	Arrangements for reporting and action taken in the event of failure or unsafe occurrence.	<input type="checkbox"/>	<input type="checkbox"/>		
5.7	Hazardous meteorological conditions etc.				
5.7.1	Check that manual, if applicable, describe the procedures for handling hazardous meteorological, snow or ice controls.	<input type="checkbox"/>	<input type="checkbox"/>		
5.8	Visual Aids				
5.8.1	Responsibilities with respect to the aerodrome ground lighting system.	<input type="checkbox"/>	<input type="checkbox"/>		
5.8.2	A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals	<input type="checkbox"/>	<input type="checkbox"/>		
5.8.3	Procedures for operational use and brilliancy settings of the lighting system.	<input type="checkbox"/>	<input type="checkbox"/>		
5.8.4	Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations.	<input type="checkbox"/>	<input type="checkbox"/>		
5.8.5	Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs.	<input type="checkbox"/>	<input type="checkbox"/>		
5.8.6	The location of and responsibility for obstacle lighting on and off the aerodrome.	<input type="checkbox"/>	<input type="checkbox"/>		
5.8.7	Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.	<input type="checkbox"/>	<input type="checkbox"/>		
5.8.8	The control of work, including trenching and agricultural activity, may affect the safety of the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>		
5.9	Apron Management				
5.9.1	Arrangements between air traffic control, the aerodrome operator and the apron management unit.	<input type="checkbox"/>	<input type="checkbox"/>		
5.9.2	Arrangements for allocating aircraft stands.	<input type="checkbox"/>	<input type="checkbox"/>		
5.9.3	Arrangements for initiating engine start and ensuring clearance of aircraft pushback.	<input type="checkbox"/>	<input type="checkbox"/>		
5.10	Apron Safety Management				
5.10.1	Means and procedures for jet blast protection.	<input type="checkbox"/>	<input type="checkbox"/>		
5.10.2	Arrangements of safety precautions during aircraft refueling operations.	<input type="checkbox"/>	<input type="checkbox"/>		
5.10.3	Arrangements for apron sweeping and cleaning.	<input type="checkbox"/>	<input type="checkbox"/>		
5.10.4	Arrangements for reporting incidents and accidents on an apron.	<input type="checkbox"/>	<input type="checkbox"/>		
5.10.5	Arrangements for assessing the safety compliance of all personnel working on the apron.	<input type="checkbox"/>	<input type="checkbox"/>		
5.10.6	Arrangements for the use of advanced visual docking systems, if provided.	<input type="checkbox"/>	<input type="checkbox"/>		
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).	<input type="checkbox"/>	<input type="checkbox"/>		
5.11.2	Method and criteria for allowing drivers to operate vehicles on the movement area.	<input type="checkbox"/>	<input type="checkbox"/>		
5.11.3	Arrangements and means of communicating with air traffic control.	<input type="checkbox"/>	<input type="checkbox"/>		
5.11.4	Details of the equipment needed in vehicles that operate on the movement area.	<input type="checkbox"/>	<input type="checkbox"/>		
5.12	Wildlife Hazard Management				
5.12.1	Arrangements and methods for dispersal birds and other wildlife.	<input type="checkbox"/>	<input type="checkbox"/>		
5.12.2	Measure to discourage birds and other wildlife.	<input type="checkbox"/>	<input type="checkbox"/>		
5.12.3	Arrangements for assessing wildlife hazards.	<input type="checkbox"/>	<input type="checkbox"/>		
5.12.4	Arrangements for implementing wildlife control programs.	<input type="checkbox"/>	<input type="checkbox"/>		

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5.13	Obstacles				
5.13.1	Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).	<input type="checkbox"/>	<input type="checkbox"/>		
5.13.2	Arrangements for controlling new developments in the vicinity of aerodromes.	<input type="checkbox"/>	<input type="checkbox"/>		
5.13.3	The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.	<input type="checkbox"/>	<input type="checkbox"/>		
5.13.4	Arrangements for removal of an obstacle.	<input type="checkbox"/>	<input type="checkbox"/>		
5.14	Removal of Disabled Aircraft				
5.14.1	Details of the capability for removal of a disabled aircraft.	<input type="checkbox"/>	<input type="checkbox"/>		
5.14.2	Arrangements for removing a disabled aircraft, including the reporting and notifying procedures and liaison with ATC.	<input type="checkbox"/>	<input type="checkbox"/>		
5.15	Dangerous Goods				
5.15.1	Arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods.	<input type="checkbox"/>	<input type="checkbox"/>		
5.16	Low Visibility Operations				
5.16.1	Obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility.	<input type="checkbox"/>	<input type="checkbox"/>		
5.16.2	Protection of runways during LVP if such operations are permitted.	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
6.3	Procedure and methods of Training.	<input type="checkbox"/>	<input type="checkbox"/>		
6.4	Procedures for complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.	<input type="checkbox"/>	<input type="checkbox"/>		
6.5	Hazard analysis and risk assessment procedures.	<input type="checkbox"/>	<input type="checkbox"/>		
6.6	Management of change and change approvals.	<input type="checkbox"/>	<input type="checkbox"/>		
6.7	Safety criteria and indicators and safety audits.	<input type="checkbox"/>	<input type="checkbox"/>		
6.8	Documentation Management.	<input type="checkbox"/>	<input type="checkbox"/>		
6.9	Safety-related committees.	<input type="checkbox"/>	<input type="checkbox"/>		
6.10	Safety promotion.	<input type="checkbox"/>	<input type="checkbox"/>		
6.11	Responsibility for ensuring and monitoring safety by the contractors and third parties operating on the aerodrome.	<input type="checkbox"/>	<input type="checkbox"/>		

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.

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DETAILS OF AERODROME SAFETY INSPECTORS		
Name	Signature	Date

DETAILS OF CERTIFICATION PROJECT MANAGER		
Name	Signature	Date