

## **AERODROME SAFETY INSPECTOR ON-SITE VERIFICATION CHECKLIST** **(Information to be filled by Aerodrome Safety Inspector/CPM)**

### **GENERAL INSTRUCTION**

1. This form of on-site inspection must be filled by GACA Aerodrome Safety Inspectors/Certificate Project Manager.
2. This form shall be used for the on-site verification of various documents and operating procedures during the aerodrome site visit and process of aerodrome certification, and thereafter for audits, surveillance and un-announced on-site verification inspections.
3. Aerodrome safety inspectors, on completion of on-site verification of documents and operating procedures for area of his/her expertise, shall complete and submit this form to certificate project manager.
4. For any clarification, the General Manager (Aerodrome Standards) of General Authority of Civil Aviation, Kingdom of Saudi Arabia, may be contacted.

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GACAR 139 REFERENCE- APPENDIX A-1(1)	ITEMS FOR ON-SITE VERIFICATION	COMPLIANCE	NON COMPLIANCE	NOT APPLICABLE	NOTES/REMARKS
<b>5.1 Promulgation of aeronautical information</b>					
<b>1. Completeness ,correctness and integrity of the data</b>					
1.1	Status of movement area /facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Changes to published data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Checks of the information published	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Information update after construction works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Formal Coordination with ATS</b>					
2.1	Whether Procedures are established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Formal Coordination with AIS</b>					
3.1	Whether Procedures are established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Publication of the required information in the AIP</b>					
4.1	Whether required information is published in the AIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Whether information published is as per situation at site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.2 Control of access</b>					
1	Plan showing all access points in the movement area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Whether Procedure for inspection of access points and fence available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.3 Emergency planning</b>					
1	Whether uptodate AEP available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Whether regular exercise is conducted for AEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Whether Procedure exists to describe task in the AEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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4	Uptodate list of persons and contact details in AEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Procedure describing roles and responsibilities during emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Procedure describing coordination withb other agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Whether emergency equipment available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Whether adequately equipped Emergency Ops Centre available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Whether Mobile Command post exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.4 Rescue and fire fighting (RFF) services</b>					
1	Whether Technical Inspection is already conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Whether Corective action plan has been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check for the new Deviation,if any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.5 Inspection of the Movement area</b>					
1	Whether coordination procedure exist with ATS for insption of the movement area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Whether scope and frequency for inspection exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Whether reporting ,transmission and filing procedure exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Whether Action taken and monitoring procedure exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Whether Procedure exists to assess ,measure and report RWY surface characteristics when RWY is wet or contaminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Whether Procedure exists to promulgate information to ATS when RWY is wet or contaminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>5.6 Maintenance of the Movement Area</b>					
1	Whether procedure exists and implemented to measure RWY Surface friction characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check Procedure to assess adequacy and action required for RWY Surface friction characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check Long term maintenance plan for RWY Surface Friction Characteristics and its implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check Long term maintenance plan for Pavement and its implementation .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check Long term maintenance plan for Visual aids and its implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check Long term maintenance plan for fencing and its implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check Long term maintenance plan for drainage system and its implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Check Long term maintenance plan for electrical system and its implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Check Long term maintenance plan for buildings and its implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.7 Snow and ice control, and other hazardous meteorological conditions</b>					
1	Check Procedure and its implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.8 Visual Aids</b>					
1	Check about the responsibility for maintenance of Visual Aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check about the responsibility for maintenance of Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check about the routine and Emergency tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check procedures for Inspection of Luminous /Non Luminous aids and their frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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5	Check procedures for reporting, transmission and filing of reports about Luminous /non luminous aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check procedures for reporting, transmission, filing and monitoring of reports about Luminous /non luminous aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Coordination with ATS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Formal coordination procedure and agreed objective if aerodrome operator is not in charge of maintenance of Visual Aids and Electrical system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Procedure to check obstacle marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.9 Apron Management (To be seen when an Apron Management Service is provided)</b>					
1	Check the procedure and its implementation to ensure coordination with ATS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check the use of acceptable aeroplanes for each parking stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Whether Apron safety line is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Whether safety instructions for all agents on the apron is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check the procedure for placement and pushback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.10 Apron Safety Management</b>					
1	Check the procedure for the inspection of the apron area(I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check the coordination procedures with fuelling companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check the coordination procedures with other ground handling agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>5.11 Vehicles on the movement area</b>					
1	Whether Vehicles in the movement area are adequately equipped. Check the procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Whether Drivers have undergone appropriate training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Whether Aerodrome operator is responsible for imparting initial/recurrent training to vehicle drivers . Check the training plan .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Whether any other service provider is responsible for imparting initial/recurrent training to vehicle drivers, if yes, check formal coordination between them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.12 Wild Life Hazard Management</b>					
1	Check the procedure for taking discouraging action to prevent the presence of wild life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check who is in charge for taking action and what their training is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check as to how the reporting, filing and when the action is taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check as to what equipment are used for taking the action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check aerodrome vicinity after taking discouraging action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check the monitoring action and conduct wild life assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check coordination procedure with ATS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Check the procedure to record and analyze the incidents involving wildlife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Check the procedure to collect the remains of Wildlife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Check the procedure for monitoring the corrective action to be taken subsequently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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11	Check the procedure for reporting of Wildlife incidents to GACA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Check for new deviations in respect of wildlife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.13 Obstacles</b>					
1	Check the procedure to ensure the availability of obstacle chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check the procedure for monitoring the check, their frequency, filing and follow up actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check the procedure to ensure the obstacles do not present danger for safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check the procedure for taking corrective action when obstacles present danger for safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.14 Removal of Disabled Aeroplane</b>					
1	Check the plan for removal of disabled aero plane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check the roles and responsibilities of aerodrome operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check the procedure for coordination with other agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check whether means are available or can be made available for removal of disabled aero plane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.15 Dangerous Goods</b>					
1	Check arrangement for special areas on aerodrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check the procedures for handling of Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.16 Low Visibility Operations</b>					
1	Check Coordination between Aerodrome Operator and ATS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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2	Check awareness of status of LVP and deterioration of Visual Aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check the procedure for action to be taken when LVP is in process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.17 Protection of site for radar, navigation aids and MET equipment</b>					
1	Check the procedures for protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A. OPERATIONAL SAFETY DURING AERODROME WORKS</b>					
1	Check whether a procedure describing the necessary notification to the different stakeholders exists when executing work on the aerodrome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check whether risk assessment has been carried out before taking the work in hand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check whether roles and responsibilities of the various parties, including their relationship and the enforcement of safety measures exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Check the procedure for safety monitoring during the aerodrome works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check the procedure for reopening of the facilities after works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check the necessary coordination with ATS during aerodrome works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check the availability of approval for maintenance service providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. ON-SITE VERIFICATION OF THE SMS</b>					
1	Check whether Aerodrome operator has appointed an Accountable Executive and safety manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Check Whether Accountable executive has put in place Safety Policy ;endorsed by him/her.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check whether safety manager is independent of operational tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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4	Check the Aerodrome operators competence and capability to ensure safety responsibility at the aerodrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check whether Aerodrome operator has defined the safety responsibilities of each staff member and lines of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check whether aerodrome operator formally monitors the staff's and subcontractors' training ensuring that it is sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check whether aerodrome operator has a procedure to ensure that incidents are reported by staff and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Check whether description for actions are in place to report the incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Check whether procedures are in place reports and analyses of the incidents are filed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Check whether procedures are in place to report the incidents to GACA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Check the procedure for coordination among other stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Check whether a procedure is in place in order to identify, analyze and assess hazards to the safe operation of aero planes and to put in place suitable mitigating measures;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Check whether a procedure for ensuring any change at the aerodrome, its impact on safety is analyzed, listing the subsequent hazards that could be generated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Check Whether procedure describes who conducts the analysis, when and how the hazards are monitored, what actions are subsequently taken, and the criteria leading to the analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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15	Check whether the aerodrome operator sets and monitors its own safety indicators that illustrate its safety criteria, in order to be able to analyze the potential deficiencies;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Check whether the aerodrome operator has a safety audit program in place which includes a training program for those involved;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Check whether the aerodrome operator has a process to promote safety-related information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks,if any.

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DETAILS OF GACA AERODROME SAFETY INSPECTORS			
S. No.	NAME OF THE AERODROME SAFETY INSPECTOR	SIGNATURE	DATE
1.			
2.			
3.			
4.			
5.			

DETAILS OF GACA CERTIFICATION PROJECT MANAGER			
S No.	NAME	SIGNATURE	DATE
1.			

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