



Aerodrome Operations Resumption Checklist

Broadly covering areas for assessment of the airport preparedness to resume normal operations

The intention of this checklist is to facilitate a quick check for aerodromes resuming operations after an extensive lockdown/ reduced operations period due to the COVID-19 pandemic. It is not an exhaustive list for detailed checks/inspections. Items may be added or excluded from the checklist based on local conditions, taking into consideration whether aerodromes are resuming operations after complete closure or increasing operations from minimal traffic.

Under these extraordinary circumstances and to facilitate a quick recovery, it is not envisaged to obtain approvals from the GCAA through this checklist for resuming aerodrome operations. However, GCAA may decide to mandate aerodrome operators to complete and submit this checklist.

Note: Resuming aerodrome operations may involve facilitation and security aspects, such as, facilities required for implementation of public health requirements (appropriate health authority requirements & guidelines etc.), border control (custom, immigration and quarantine), cleanliness/disinfection of terminal facilities and services for passengers, access control, etc.

ORGANIZATIONAL DETAILS			
Aerodrome Name:		Certificate No:	
Assessment Date:		Q-pulse Reference:	
Aerodrome Representative:			
Principle Inspector:			

Items	Areas/Topic to be covered	References	Action taken* <i>Attach supporting documents as required</i>	Remarks
1	Aerodrome infrastructure & equipment			
1.1	Visual aids for Navigation	CAR Part IX		



	<i>Including but not limited to the status of all markings, lights including calibration of PAPI, signs, status of obstacle lights, etc.</i>			
1.2	Electrical systems <i>Including but not limited to the status of primary and secondary power supply systems supporting airfield lighting and radio navigation aids, etc.</i>	CAR Part IX		
1.3	Non-visual Aids for Navigation <i>Status of radio navigation aids, especially of those which were not in use during the lockdown/reduced operations period i.e. VOR/DME, ILS for a specific runway.</i>	Car Part VIII		
1.4	Rescue and Fire Fighting <i>Including but not limited to the status of fire fighting appliances and equipment, extinguishing agents, their reserves and readiness of personnel to meet the RFF category and response time requirements, status of emergency access roads, water supply, etc.</i>	CAR Part XI		
1.5	Fueling Systems <i>Facilities and equipment used for aircraft fueling provide the aircraft with uncontaminated fuel and of the correct specification</i>	CAR Part IX		
1.6	Unavailability of Infrastructure <i>Including but not limited to closed areas, aircraft parked on taxiways and other hard standing areas.</i>	SD 2020-17		
2	Aerodrome Operations			
2.1	Obstacle Management <i>Review obstacles around the aerodrome with specific focus on OFZ, pruning of trees or any new structures during this period which will affect the safety of aircraft operations. Obstacles may be posed by continued parking of aircraft at ad-hoc improvised areas during COVID period.</i>	CAR Part IX		
2.2	Pavement Management <i>Check the status of runway, taxiway and apron pavements with special attention to the distress on pavement due to possible prolonged parking of aircraft as well as during ground manoeuvring of aircraft at improvised parking areas.</i>	CAR Part IX		
2.3	Wildlife Hazard Management <i>With focus on vegetation, habitat and land use management, check the status of wildlife activity reporting and repellent systems, checks on aircraft and other infrastructure (i.e. passenger loading bridges) for possible "nesting" due to inactivity, and effectiveness of wildlife management plans to mitigate wildlife hazard.</i>	CAR Part IX		



2.4	Apron Management <i>Including but not limited to the effective functioning of passenger loading bridges, VDGS, apron flood light, FOD management, aircraft stand availability for allocations, etc.</i>	CAR Part IX		
2.5	Aeronautical Information Management <i>Check and initiate actions to amend/cancel existing NOTAMS/publications regarding any restrictions for aircraft operations or closure (partial or full) of the aerodrome.</i>	CAR Part VIII SD 2020-17		
2.6	Aerodrome Emergency Plan <i>Review aerodrome emergency plan including business continuity plans to include Aerodrome preparedness to handle public health emergencies. It may include but not limited to facilities, lessons learnt and procedures followed during the COVID-19 lockdown/reduced operations, plans to handle such contingencies in the future, etc. and also alerting/alarm system for activation of the plan and disabled aircraft removal plans/ equipment.</i>	CAR Part IX / X / XI		
2.7	Airside Works <i>Including but not limited to the review of work plan under the changed conditions, such as change in scope, contractual obligations, need for additional safety precautions, and areas closed off for long term parking of aircraft etc.</i>	CAR Part IX		
2.8	Vehicle/equipment readiness <i>Check the readiness of all the airfield vehicle and equipment, which would not have been used for an extensive period of time.</i>	CAR Part IX SD 2020-17		
3 Certification and Compliance				
3.1	Status of Aerodrome certification <i>Based on the validity of the current aerodrome certificate/license and the need for certification/or renewal of the certificate during the lockdown/ reduced operations, status of managements systems, status of open finding and ROSI investigations .</i>	CAR Part IX SD 2020-17, Pending Qpulse Findings, ROSI		
3.2	Exemptions filed, if any <i>Check the status of exemptions filed and any conditions or procedures subject to which the exemption was granted.</i>	CAR Part IX SD 2020-10 & 17		
3.3	Safety Risk Assessment <i>Conduct a safety risk assessment for non-compliance to national aerodrome regulations/standards or deviation arising due to prolonged closure or limited operations such as OLS infringement due to continued parking of aircraft at non-designated areas, deviations from SOPs due to the COVID-19 situation, etc.</i>	CAR Part IX / X SD 2020-17		



4 Coordination and Collaboration				
4.1 Stakeholder Preparedness <i>Details of virtual discussion and communications with stakeholders on the plans for resuming normal airport operations, addressing their concerns and the support required from them.</i> <i>The option of Airport Collaborative Decision Making (A-CDM) as a basic tool for all the coordination process may be considered to ensure timely and effective information exchange if it is not already available. This will facilitate in gaining stakeholder confidence to fully implement A-CDM in the future, using appropriate resources and processes.</i>	CAR Part IX SD 2020-17			
4.2 Revised Aerodrome Capacity <i>With the involved stakeholders, agree on any operational retractions including declared capacity, airport slot coordination, etc. in coordination with airport slot coordinator, if necessary.</i>	CAR Part IX SD 2020-17			
4.3 Virtual meetings <i>Consider hosting virtual meetings of RST and local airport operations coordination group, if required to understand the safety concerns of the stakeholders.</i>	CAR Part IX & X			
4.4 Air Traffic Control & Meteorology <i>Coordinate with local ATC (TWR, APP and ACC) to ensure readiness of airport and airspace for return to operations and agree upon any operational or capacity restrictions.</i> <i>Coordinate with local Met Office for availability of Meteorological services, if it is not provided through the local ATC.</i>	CAR Part VIII/ IX / X / XI			
5 Human Resource, Competency & Training				
5.1 Availability of human resources <i>Check the availability of human resources especially if aerodrome operator and/or subcontractors downsized the staff pool.</i>	CAR Part IX SD 2020-17			
5.2 Preparedness of Concessionaires/Stakeholders <i>Including but not limited to the preparedness of airport concessionaires for Ground Handling, Fuelling, catering and other subcontracted agencies after long period of closure or reduced activity.</i>	CAR Part IX SD 2020-17			
5.3 Airfield Personnel preparedness <i>Briefing/short training to airfield personnel on their roles and responsibilities as they may be resuming work after an extensive break or low levels of air traffic.</i> <i>Refresher training for those with lapsed permits/ratings.</i>	CAR Part IX SD 2020-17			
6 Business Resilience				



6.1	Financial Sustainability <i>Ensuring financial sustainability through various mechanisms available depending on the ownership structure and regulatory framework specific to the airport and also ensuring that contracted activities or other critical tasks required for safe operations are provided without negative impact, e.g. outsourced activities such as yearly aerodrome surveys etc.</i>	CAR Part IX / X SD 2020-17		
6.2	Operational Resilience <i>Ensuring a resilient and sustainable structure and processes are implemented to address the crisis, as well as continue managing the organization in parallel.</i>	CAR Part IX / X SD 2020-17		
6.3	Operational Continuity <i>Ensuring that the operating conditions of the airport system (airside/terminals/landside) are maintained in operational to a level commensurate with the scale and volume of operations by air operators.</i>	CAR Part IX / X SD 2020-17		
7 Public Health Management Airside				
7.1	Social Distancing Airside <i>Ensure procedures are in place between ground crew and cabin crew coordinating passenger movement airside at levels that ensure social/physical distancing is maintained as per appropriate health authority requirements for staff and passengers.</i>	Appropriate Health Authority requirements and guidelines issued		
7.2	Disinfection and Sanitization of GSE <i>Ensure procedures are in place to disinfect and sanitize ground handling equipment prior to its use with passengers, e.g. busses, steps, PBB, VIP transport, ambulifts, wheel chairs etc. as per appropriate health authority requirements.</i>			
1.7	Disinfection and Sanitization Facilities and Aircraft <i>Including but not limited to the daily disinfection of terminal and airside facilities, offices, and breakrooms and the availability of appropriate aircraft disinfection services etc.</i>			
7.3	Need for additional PPE <i>Determine the level of PPE protection required for each task carried out by front line staff beyond what is routinely recommended.</i>			
7.4	Occupational Health and Safety of Staff <i>Ensure social distancing standards are implemented, thermal screening requirements and sanitization products are accessible to staff at all times as per appropriate health authority guidelines.</i>			
7.5	Waste Management			



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	<i>Ensure the coordination of a waste management system for airside that identifies hazardous waste and materials generated airside and on aircraft to have procedures and equipment in place ensuring public health requirements and guidelines are met.</i>			
8	Documentation			
8.1	Operations Resumption Plan <i>Resumption plan submitted with a timeline that supports the management of the next steps and is based on the management of change process and is consistent with the scaling up of the operation.</i>	SD 2020-17		
8.2	Policies, Manuals, SOPs & other Documentation <i>Documentation has been assessed and updated to take into consideration any health guidelines issued by appropriate health authorities?</i>	CAR Part IX SD 2020-17 Appropriate Health Authority requirements and guidelines issued		

*the action taken may be a simple “checked, suitable for resuming operations” or can include detailed inspection procedures, details of communications and Virtual meetings, etc., as attachments.

Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
Limitation: After reviewing the checklist, identify any limitation that should be applied to ensure safe operations			
Inspector Name:			
Date:		Signature:	
Line Manager:			