List of Aerodromes used for International Operations in APAC Region that have to be certified

S. No	Sub-region	State / Admin	ICAO Code	Name of City	Name of Aerodrome	Type
1	SA	Afghanistan	OAHR	Herat	Herat Intl	UNK
2	SA	Afghanistan	OAKB	Kabul	Kabul Intl	RS
3	SA	Afghanistan	OAKN	Kandahar	Kandahar Intl	AS
4	SA	Afghanistan	OAMS	Mazar-e-Sharif	Mazar-e-Sharif	UNK
5	SEA	Brunei	WBSB	Brunei	Brunei Intl	RS
6	NA	China	RCYU	Hualien	Hualien	UNK
7	NA	China	RCMQ	Taichung	Cingcyuangang	UNK
8	NA	China	RCNN	Tainan	Tainan	UNK
9	SA	India	VICG	Chandigarh		UNK
10	SA	India	VOGO	Goa		UNK
11	SA	India	VOPB	Port Blair		UNK
12	SA	India	VAPO	Pune		UNK
13	SA	India	VISR	Srinagar		UNK
14	PAC	Kiribati	PLCH	Kiritimati	Christmas I.	RS
15	PAC	Kiribati	NGTA	Tarawa	Bonriki Intl	RS
~~16~~	~~SEA~~	~~Lao PDR~~	~~VLVT~~	~~Vientiane~~	~~Wattay Intl~~	~~RS~~
17	SEA	Lao PDR	VLLB	Luangprabang	Luangprabang Intl	RS
18	SEA	Lao PDR	VLSK	Kaisonphimvihan	Savannakhet Intl	RS
19	SEA	Lao PDR	VLPS	Pakse	Pakse Intl	RS
20	SEA	Malaysia	WMKD	Kuantan	Haji Ahmad Shah	RNS
21	SEA	Malaysia	WBKL	Labuan		RNS
22	PAC	Micronesia	PTPN	Pohnpei I.	Pohnpei Intl	RS
23	PAC	Micronesia	PTKK	Weno I.	FM Chuuk Intl	RS
24	PAC	Micronesia	PTYA	Yap I.	Yap Intl	RS
25	PAC	Micronesia	PTSA	Kosrae I.	Kosrae	UNK
26	PAC	Nauru	ANYN	Nauru I.	Nauru intl	RS
27	SEA	Philippines	RPVK	Kalibo, Aklan	Kalibo Intl*	RS
28	SEA	Philippines	RPLL	Manila	Ninoy Aquino Intl*	RS
29	SEA	Philippines	RPVP	Puerto Princesa City	Puerto Princesa Intl*	RS
30	SEA	Philippines	RPSP	Panglao	Bohol-Panglao Intl*	RS
31	SEA	Philippines	RPLC	Pampanga	Diosdado Macapagal Intl*	RS
32	SEA	Thailand	VTSG	Krabi		RS
33	SEA	Thailand	VTPH	Prachuap Khiri Khan	Hua Hin	RS
~~34~~	~~SEA~~	~~Thailand~~	~~VTSM~~	~~Surat Thani~~	~~Samui~~	~~RS~~
35	SEA	Thailand	VTSB	Surat Thani		RS
36	SEA	Timor Leste	WPDL	Dili	Presidente Nicolau Lobato Intl	RS
37	SEA	Timor Leste	WPDB	Suai	Commander-in-Chief of the FALINTIL – Kay Rala Xanana Gusmão Intl	RNS
38	PAC	Tuvalu	NGFU	Funafuti	Funafuti Intl	RS

* Airports granted with temporary aerodrome certificates

Notes:

1) Samui Airport was certified on 22 August 2022. Wattay International Airport was certified on 12 October 2022. Both airports are deleted from the list.

States / Administrations that have yet to publish (partially or wholly) the status of certification of aerodromes in AIP AD 1.5.

States	**North Asia (5 States & 2 SARs)**	**South East Asia (11 States)**	**South Asia (8 States)**	**Pacific (15 States & 8 OTs)**
No aerodromes listed in AD 1.5/ AD 1.5 missing in AIP	--	1) Brunei Darussalam 2) Timor Leste	1) Afghanistan	1) American Samoa, Guam and N. Mariana Is. (US) 2) Kiribati 3) Nauru 4) Samoa 5) Solomon Is. 6) Tonga 7) Tuvalu 8) Vanuatu
Some but not all aerodromes listed in AD 1.5	1) China	--1) Viet Nam	1) India	--
Status listed but not under AD 1.5	--	--	--	--
AIP cannot be located	--	--	--	1) Marshall Is. 2) Micronesia (Federated States of) 3) Palau
Total (17 States)	**1 State**	**3 States**	**2 States**	**11 States / OTs**

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Afghanistan</u>							
Annex 14 Volume I	**Herat International Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Kabul International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Kandahar International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Mazar-e-Sharif Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>American Samoa (US)</u>							
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Bangladesh							
Annex 14 Volume I	**Hazrat Shahjalal International Airport, Dhaka**	**Runway/ Taxiway**	**ICAO mission April 2009**	Runway strip width insufficient (280m strip not available for the full length of runway);	runway strip in accordance with Annex 14, volume I will be provided	CAABD	Runway strip width 280m available for the full length of runway (mitigation measures for storm water drain on the western side strip under process. No obstructions on graded area)	A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
Annex 14 Volume I	**<u>Brunei Darussalam</u>** **Brunei International Airport**	**Taxiway**	ICAO Mission of April 2011	non provision of enhanced taxiway centre line marking in accordance with Para 5.2.8 of Annex 14, Volume I Objects on taxiway strips; vegetation on pavement joints and maintenance of joints	Both Northern Parallel Taxiway and Southern Parallel Taxiway Centre line have been repainted yellow and enhanced with black borders on each side.	Airport Operator (DCA Aerodrome Division)		A A
		Apron		non provision of ICAO compliant signage in accordance with section 5.4 Annex 14, Volume I	Airfield signages have always been provided at BIA that follow ICAO standards and measurement. Recent replacement of old and faded labels have also been completed in 2018.	Airport Operator (DCA Aerodrome Division)		A
		Rescue and Fire Fighting (RFF):		non provision of direct access for the rescue and fire fighting vehicles from the fire station into the runway;	Duly noted that there is no direct access for fire fighting vehicles to the runway at the moment, but one will be concluded within the second phase of the Airfield Pavement Rehabilitation Project.	Airport Operator (DCA Aerodrome Division)	4th Qtr. 2022	A

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
		Wildlife Hazards:		Establishing a national bird control committee in accordance with APANPIRG Conclusion 18/1.	Aerodrome Division headed by Head of Aerodrome to firstly establish an in-house committee and will cooperate with Regulatory Division	Airport Operator (DCA Aerodrome Division)	4th Qtr. 2021	B
	Brunei International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>China</u>							
Annex 14 Volume I	**Hualien Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Taichung Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Tainan Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of some of the aerodromes used for international operations yet to be published in AIP AD 1.5.				A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
Annex 14 Volume I PANS-Aerodromes PANS-AIM	**Guam (US)** AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>India</u>							
Annex 14 Volume I	**Chennai International Airport**	**Runway**	**AGA mission January 2009**	Runway strip is insufficient 300m strip width is not available for the full length of runway 07/25 in accordance with 3.4.3 of Annex 14, Volume I.	280m strip width for full length of runway 07/25 will be made available.	AAI	Work in progress. Due to COVID-19 work is held up. PDC for straightening of B taxiway alone is 30-09-2020.	A
Annex 14, Volume I	**Mumbai International Airport**	**Runway**	**AGA mission January 2009**	Runway strip is insufficient 300m strip width is not available for the full length of runway 09/27 in accordance with 3.4.3 of Annex 14, Volume I.	280m strip width for full length of runway 09/27 will be made available	MIAL	31 Dec 2022. Due to presence of slum in beginning of RWY 09/27 south – RWY strip 280m not available. Due to presence of slum of either side at beginning of RWY 14/32 – RWY strip 280m not available.	A
Annex 14 Volume I	**Chandigarh Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I	**Goa Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I	**Port Blair Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I	**Pune Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
Annex 14 Volume I	**Srinagar Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	**AIP**	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of some of the aerodromes used for international operations yet to be published in AIP AD 1.5.				A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 20 Nov. 2021

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Kiribati</u>							
Annex 14 Volume I	**Christmas Island Airport, Kiritimati**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Bonriki International Airport, Tarawa	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 20 Nov. 2021

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
Annex 14 Volume I	**<u>Lao PDR</u>** **Wattay International Airport**	**Taxiway**	**ICAO Mission of March 2011**	Provision of runway hold position lights in accordance with Para 5.3.19 of ICAO Annex 14, Volume I	Under consideration by Airports of Laos to purpose for support the budgets and installation		We have planned budgets and installation in 2025	A
		Rescue and Fire Fighting (RFF):		Provision of road holding position sign at all road entrances to a runway;	Completed the design and submit to DCA for Approval		It will be completed in December 2021	A
		Wildlife Hazards:		Establishing a national bird control committee in accordance with APANPIRG conclusion 18/1.	We are repairing plan for establish committee for approval from Ministry		It will be completed in December 2021	B
		~~**Aerodrome Certification**~~	~~Effective from 1 Jan 2021~~	~~Aerodrome yet to be certified.~~			~~Aerodrome Certification will be completed in 30th December 2021~~ Certified on 12 October 2022	~~A~~
	Luang Prabang International Airport	**Taxiway**		Provision of runway hold position lights in accordance with Para 5.3.19 of ICAO Annex 14, Volume I on new taxiways	Under consideration by Airports of Laos to purpose for support the budgets and installation		We have planned budgets and installation during 2021 to 2025	A
		Rescue and Fire Fighting (RFF)		Provision of road holding position sign at all road entrances to a runway	Completed the design and submit to DCA for Approval		It will be completed in December 2021	A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
		Aerodrome Certification	Effective from 1 Jan 2021	Aerodrome yet to be certified.			Aerodrome Certification will be completed in 29th December 2022	~~A~~
	Savannakhet International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.			Aerodrome Certification will be completed in 28th December 2023	A
	Pakse International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.			Aerodrome Certification will be completed in 28th December 2024	A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 29 June 2022

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Malaysia</u>							
Annex 14 Volume I	**Kuantan Haji Ahmad Shah Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	Coordination among Ministry of Transport, Ministry of Defense and Airport Operator are being conducted to get the aerodrome certified	Ministry of Transport and Ministry of Defense	31 December 2021	A
	Labuan Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	Coordination among Ministry of Transport, Ministry of Defense and Airport Operator are being conducted to get the aerodrome certified	Ministry of Transport and Ministry of Defense	31 December 2021	A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Marshall Islands							
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Maldives							
Annex 14, Volume I	**Velana International Airport**	**Runway/ Taxiways**	**AGA Mission Report April 2008**	Insufficient runway strip.	Runway strip available	Maldives Airports Company Pvt. Ltd	Apron is still within the runway strip. New master plan work is in progress, new runway construction on-going, estimated date of completion: December 2019. Exemption granted by the State to Aerodrome Operator till December 2019.	U

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Micronesia (Federated States of)							
Annex 14 Volume I	**Pohnpei International Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	FM Chuuk International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Yap International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
	Kosrae Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Nauru</u>							
Annex 14 Volume I	**Nauru International Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Northern Mariana Islands (US)							
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Palau							
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 8 March 2022

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Philippines</u>							
Annex 14 Volume I	**Kalibo International Airport, Akla**	**Aerodrome Certification**	Effective from 1 Jan 2021	Permanent aerodrome certificate yet to be issued.			Temporary Aerodrome Certificate issued with validity from ~~30 Dec. 2021 to 29 June 2022 as per AIRAC AIP AMDT 080/22, effective from 22 Apr. 2022~~ 31 Dec. 2022 until 30 June 2023 as per Aerodrome Certificate issued on 22 Dec. 2022.	A
	Puerto Princesa International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Permanent aerodrome certificate yet to be issued.			Temporary Aerodrome Certificate issued with validity from ~~06 December 2021 to 6 June 2022 as per AIRAC AIP AMDT 080/22, effective from 22 Apr. 2022~~ 7 Dec. 2022 until 7 June 2023 as per Aerodrome Certificate issued on 23 June 2022.	A
	Bohol-Panglao International Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Permanent aerodrome certificate yet to be issued.			Temporary Aerodrome Certificate issued with validity from ~~25 Dec. 2021 to 25 Jun. 2022 as per AIRAC AIP AMDT 080/22, effective from 22 Apr. 2022~~ 27 Dec. 2022 until 27 June 2023 as per Aerodrome Certificate issued on 28 Dec. 2022.	A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Ninoy Aquino International Airport RPLL	**Aerodrome Certification**	Effective from 8 March 2022	Permanent aerodrome certificate yet to be issued.			Temporary Aerodrome Certificate issued with validity from ~~31 October 2021 to 29 April 2022 as per AIRAC AIP AMDT 080/22, effective from 22 Apr. 2022~~ 31 Oct. 2022 until 30 April 2023 as per Aerodrome Certificate issued on 2 Nov. 2022.	A
	Diosdado Macapagal International Airport RPLC	**Aerodrome Certification**	6 March, 2023	Permanent aerodrome certificate yet to be issued.			Temporary Aerodrome Certificate issued with validity from ~~4 January 2022 to 4 July 2022 as per AIRAC AIP AMDT 080/22, effective from 22 Apr. 2022~~ 6 Jan. 2023 until 6 July 2023 as per Aerodrome Certificate issued on 27 Dec. 2022.	A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Mongolia</u>							
Annex 14 Volume I	**Buyant-Ukhaa Airport**	**Taxiway**	**ICAO Mission of July 2011**	provision of runway hold position lights in accordance with Para 5.3.19 of ICAO Annex 14, Volume I.	The runway hold position lights will be provided in accordance with Para 5.3.19 of ICAO Annex 14, Volume I.	Civil Aviation Authority of Mongolia	The RWY hold position marking and mandatory signs were provided to avoid runway incursions on the maneuvering area. Because of the existing International scheduled flights will be transferred to new airport in 2020, the additional runway hold position lights are unrequired to install.	A
		Apron: Airfield signage		Provision of ICAO compliant signage in accordance with section 5.4 Annex 14, Volume I and to cut the vegetation in front of the signs.	The signage will be provided in accordance with section 5.4 Annex 14, Volume I. The vegetation in front of the signs will be cut	Civil Aviation Authority of Mongolia	The work on cutting the vegetation in front of the signs was completed in 2017 within the totally 119560 m² area including, taxiway strip, glide path antenna and apron area, as per Aerodrome manual of, in scope of Aerodrome maintenance plan. [Note: Partially completed]	A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 15 June 2021

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Myanmar</u>							
Annex 14 Volume I	**Yangon International Airport**	**Runway/ Taxiway**	**ICAO mission April 2010**	Provision of RESA in accordance with Section 3.5 of Annex 14, Volume I requirements;	RESA will be provided	Yangon Aerodrome Company Limited	(Risk Assessment conducted by the operator submitted on 10 Aug 2018.) RESA for RWY 21 was completed on 15 Nov 2018. _____ Revised date- **31 Dec 2021**	A
		Bird Hazard		Establishment of a national bird committee in accordance with APANPIRG Conclusion 18/1.	Establish National Bird Committee	Department of Civil Aviation	Guideline for Wildlife Hazard Management at Aerodromes, DCA-GM-AGA 08 has been developed and published on 29 Oct 2018) Revised date- **30 Nov 2021**	B

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 8 June 2021

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
Annex 14, Volume I	**<u>Nepal</u>** **Tribhuvan International Airport**	**Runway/ taxiways**	**ICAO Mission of February 2008**	Insufficient runway strip, refer recommendations given in section 3.4 of Annex 14, Volume I.	Provide runway strip as per ICAO recommendations		Construction works to provide sufficient strip towards runway 20 already started with target of completion in 2023.	A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Samoa							
Annex 14 Volume I	**Faleolo International Airport**	**Runway Strip**	**ICAO Mission of Oct. 2015**	Insufficient Runway Strip				A
		Aerodrome Pavements		Lack of maintenance of aerodrome pavements in accordance with Annex 14, 10.2				U
Annex 14 Volume I PANS-Aerodromes PANS-AIM	**AIP**	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Solomon Islands							
Annex 14 Volume I	**Honiara International Airport/Henderson Field**	**Runway Strip**	**ICAO Mission of Oct. 2015**	Insufficient Runway Strip				A
		RESA		RESA at both ends of runway not provided				U
		Aerodrome Pavements		Lack of maintenance of aerodrome pavements in accordance with Annex 14, 10.2				U
Annex 14 Volume I PANS-Aerodromes PANS-AIM	**AIP**	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Updated on15 June 2022

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Sri Lanka							
Annex 14 Volume I	**Bandaranaike International Airport**	**Runway/ Taxiway**	**ICAO mission April 2010**	Provision of 280m strip width for the full length of precision approach CAT I runway in accordance with the standard 3.4.3, Annex 14, Volume I; remove obstacles from runway strip; flush the strip with the adjacent runway shoulder.	runway strip in accordance with Annex 14, Volume I will be provided, obstacles from strip will be removed and flush strip with adjacent runway shoulder.	CAASL	Statistical analysis submitted by AASL has been accepted in 2021. Request made to submit the improved risk assessment with necessary amendments within 2022.	A
				Establishment of a national bird committee in accordance with APANPIRG Conclusion 18/1.	National Bird Committee will be established.		A meeting to be held with all stakeholders to establish the Committee and to ratify the TOR by end of September 2022.	A

Updated on 6 June 2022

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Thailand							
Annex 14, Volume I	**Phuket International Airport**	**Runway**	**AGA mission of July 2009**	RESA to satisfy Section 3.5 of Annex 14, Volume I requirements.	RESA will be provided at the end of both RWY09 and RWY27 to satisfy Section 3.5 of Annex 14, Volume I requirements. Remark: - Dimension of RESA RWY09 is 150x190 m. - Dimension of RESA RWY27 is 150x120 m.	Airports of Thailand Public Company Limited	The construction is expected to be completed in 2024. Airports of Thailand Public Company Limited already has had the contractor for this construction's project and the safety assurance and project management documentation has been approved by the Civil Aviation Authority of Thailand to ensure that the aerodrome can continue to operate safely during the project. Currently, the construction progress is 11.40%	U
				Runway strip width insufficient (280m runway strip for precision approach runways in accordance with Para 3.4.3 of Annex 14, Volume I.	300m runway strip width will be made available. Except 111.4m length at the beginning of RWY09 (60m strip length before RWY09 threshold plus 51.4m length beyond the threshold), the runway strip width will be extended 150m on the right side of RWY09	Airports of Thailand Public Company Limited	The construction is expected to be completed in 2024. Airports of Thailand Public Company Limited already has had the contractor for this construction's project and the safety assurance and project management documentation has been approved by the Civil Aviation Authority of	A

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
					centre line and 90.27m on the left side of the runway centre line (due to the marsh near the runway).		Thailand to ensure that the aerodrome can continue to operate safely during the project. Currently, the construction progress is 11.40%	
	Krabi Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	Certify the aerodrome in accordance with aerodrome certification requirements	The Civil Aviation Authority of Thailand and Department of Airports	31 December 2022	A
	Hua Hin Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	Certify the aerodrome in accordance with aerodrome certification requirements	The Civil Aviation Authority of Thailand and Department of Airports	30 June 2023	A
	~~**Samui Airport**~~	~~**Aerodrome Certification**~~	~~Effective from 1 Jan 2021~~	~~Aerodrome yet to be certified.~~	~~Certify the aerodrome in accordance with aerodrome certification requirements~~	~~The Civil Aviation Authority of Thailand and Bangkok Airways Public Company Limited~~	~~31 December 2022~~ Certified on 22 August 2022	~~A~~

AIR NAVIGATION DEFICIENCIES IN AOP FIELD IN THE ASIA/PACIFIC REGION

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Surat Thani Airport	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	Certify the aerodrome in accordance with aerodrome certification requirements	The Civil Aviation Authority of Thailand and Department of Airports	31 December 2022	A

Updated on 17 May 2022

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
Annex 14 Volume I	**<u>Timor-Leste</u>** **Presidente Nicolau Lobato International Airport, Dili**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	Certification process restarted. AD operator has to correct couple of findings (noncompliance) requested by national regulator (AACTL)	ANATL* as AD operator *National AD and ATS provider	Based on the newly revised PNLIA Certification Road Map, the completion of the certification process is estimated to be concluded by December 2022.	A
	Commander-in-Chief of the FALINTIL – Kay Rala Xanana Gusmão International Airport, Suai	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	To be certify for its designed category (3C) the significant safety issue relating to AD strip (local houses and habitants must be relocated!) should be resolved. Currently AD is occasionally in use for domestic general aviation and helicopters only.	Gov. TL and ANATL as AD operator	Estimated date: 31 December 2022	A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	**AIP**	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.	New TL AIP is published on 25/March/2021.	AACTL	In correlation with AD certification	A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
Annex 14 Volume I	**<u>Tonga</u>** **Fua'amotu International Airport**	**Runway Strip**	**ICAO Mission of Oct. 2015**	Insufficient Runway Strip				A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	**AIP**	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 1 Nov. 2022

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	<u>Tuvalu</u>							
Annex 14 Volume I	**Funafuti International Airport**	**Aerodrome Certification**	Effective from 1 Jan 2021	Aerodrome yet to be certified.	Aerodrome yet to be certified.		Part 139 Aerodrome Certification in progress for 2023	A
Annex 14 Volume I PANS-Aerodromes PANS-AIM	**AIP**	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.	Status of certification of aerodromes yet to be published in AIP AD 1.5.		Update Tuvalu AIP Info	A

Updated on 16 Dec. 2020

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Vanuatu							
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of aerodromes yet to be published in AIP AD 1.5.				A

Updated on 26 June 2022

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
	Viet Nam							
Annex 14 Volume I PANS-Aerodromes PANS-AIM	AIP	**Status of Certification of Aerodromes in AIP**	Effective from 1 Jan 2021	Status of certification of one of the aerodromes used for international operations yet to be published in AIP AD 1.5.	Certify aerodromes used for international operations	CAAV	**WORK IN PROGRESS** – CAAV has checked and recognized that Lien Khuong is a domestic aerodrome used for international operation under the Article 80 of the revised Civil Aviation Law of Vietnam. - CAAV published the status of certification of 13 domestic aerodromes in AIP, AD 1.5 in the AIP Amendment No 03/2020, issued on November 30th 2020 (including Lien Khuong aerodrome). - Due to the impact of the Covid-19 pandemic, the procedure for upgrading, announcing Lien Khuong aerodrome as an international aerodrome has not been completed as planned. The CAAV has adjusted the schedule as follows: – Completing the transition from the Aeronautical Information Service (AIS) to the Aeronautical Information Management (AIM) by the end of 2022. After	A

Identification		Deficiencies			Corrective Action			
Requirements	**States/facilities**	**Description**	**Date first reported**	**Remarks**	**Description**	**Executing body**	**Target date of completion**	**Priority for action****
							the transition completed, the certifications of all operating aerodromes in Viet Nam will be published in AIP (including Lien Khuong aerodrome). – Completing the procedure for upgrading, announcing Lien Khuong aerodrome as an international aerodrome in accordance with the Civil Aviation Law by the end of 2022. – Completing publishing Lien Khuong aerodrome as an international aerodrome in AIP in the first quarter of 2023. **Target date of completion:** First quarter of 2023.	

* Priority for action to remedy the shortcoming is based on the following safety assessments:

"U" priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions. Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority = Top priority requirements necessary for air navigation safety. Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority = Intermediate requirements necessary for air navigation regularity and efficiency. Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

APANPIRG
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ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology

Draft Presented to AP-AAWG/5 in March 2023

1. Purpose

This document provides a step-by-step methodology for ICAO, States, Industry Partners and International Organizations to plan, execute and follow up on "Go-Team" missions to States in need of technical assistance in Aerodromes and Ground Aids (AGA) area including aerodrome certification and surveillance of aerodromes as per Conclusion APANPIRG/33/3.

2. What is an "Aerodrome Assistance Go-Team"?

An Aerodrome Assistance Go-Team is a team of voluntary AGA experts from States, Industry Partners and International Organizations formed to provide technical assistance to a State, hereinafter referred to as "Host State", in need of such assistance primarily to improve EI (Effective Implementation) in AGA, in particular the certification of international aerodromes. The key activity of the team is a mission to the Host State, during which detailed discussions and coaching can be conducted.

3. Outline of Methodology of Go Team

This methodology recommends the following steps to provide technical assistance Go-Team missions to States in AGA area:

- Planning of mission;
- Coordination;
- Execution; and
- Follow Up.

These steps are described in the following.

4. Planning of Mission

4.1 Identify Needs of States

Identify the States that need technical assistance in AGA and in what particular areas that needs are required, for examples, what specific deficiencies are required to be rectified. Prioritize States and their needs based on safety risks these deficiencies pose and levels of resources available locally.

This may be done based on ICAO USOAP CMA results, status of aerodrome certification, the existence of significant safety concerns, and through consultation with the Host State. The identification of needs in assistance can also be done through survey. Such a survey was conducted in 2022 and its results were reported in WP/9 to AP-AA/WG/4 in 2022.

4.2 Agreement with States concerned

ICAO should then seek agreement with the Host State that they need technical assistance in specific AGA areas in the format of a Go-Team mission. This is usually the case when safety issues that the Host State encountered cannot be easily resolved via telecommunications means and that in-person discussions and coaching are urgently required.

4.3 Team Formation

States of Asia-Pacific and other ICAO regions, Industry Partners and International Organizations such as ACI, COSCAP, and EASA may be invited to join voluntarily the mission.

4.4 Scheduling

Unless otherwise agreed by all parties, the mission should take no more than a week.

ICAO should coordinate with the Host State, and volunteering States and International Organizations to agree on the dates of the mission.

4.5 Cost Reimbursement

Go-Teams are not-for-profit missions. Participation shall be voluntary. Members of the Go-Team shall not be remunerated for their services. The costs of the mission shall either be fully reimbursed by the Host State or a third-party sponsor willing to promote aerodrome safety. An estimate of costs should be presented to the Host State or the sponsor to seek their agreement before any travel bookings are made. The class of air travel with consideration of flight durations should also be agreed upon beforehand.

Partners participating in the mission should book their airline tickets and the costs reimbursed by the Host State via an invoice consolidating all request for reimbursement issued by ICAO.

The Host State should book and pay for the hotel accommodation, meals and local transport for Go-Team members while they are on-site.

4.6 Technical Analysis of Needs Before Mission

At least four weeks before the mission:

- The Host State should provide relevant documents such as aerodrome manual to all Go-Team members for review via ICAO; and
- ICAO should provide to Go-Team members relevant results of USOAP CMA activities and list of air navigation deficiencies in AOP field.

Two weeks before the mission ICAO should organize a briefing session with the Go-Team.

4.7 Coordination with APEX and COSCAP

Go Team missions should be as much as possible coordinated with ACI APEX in Safety peer review assessments and COSCAP technical assistance missions to avoid duplication of efforts and optimize the use of resources.

4.8 MOU with Host State

ICAO and the Host State should consider jointly signing a brief MOU stating the dates and purpose of the mission, costs recovery and responsibilities of all parties.

5. Execution of Mission

Once onsite the Go-Team should meet with the Host State and seek to:

- Better understand the issues identified before the mission, any other issues not discovered before the mission, and challenges met in dealing with these by reviewing documents and discussing with the Host State;
- Share experience and best practices in dealing with similar issues in other States;
- Share and explain documents, such as, Asia-Pacific regional guidance materials in AGA area e-documents available on the ICAO APAC website and other global guidance materials; and
- Suggest training materials and courses available.

The Go- Team may split into subgroups working concurrently by subject matter such as wildlife hazard management, runway safety and safety management system, to make better use of time during the mission.

During discussions the Go-Team should seek agreement with the Host State on recommended actions aimed at enhancing AGA EIs or rectifying deficiencies, and a roadmap to accomplish these.

A brief draft report with observations and recommendations should be presented to the Host State at the end of the mission and feedback should be sought.

6. Confidentiality

Unless otherwise agreed by the Host State, members of the Go-Team mission should keep information received and recommendations made confidential.

7. Post Mission Follow Up

A final report focusing on the action items and a roadmap, aimed at achieving the objectives of the mission such as improving EI on AGA and helping the States certify their international aerodromes, should be delivered to the Host State within two months after the mission.

The Host State should review the recommended action items and roadmap, provide feedback on any potential challenges, and in consultation with the Go-Team make adjustments, and commit itself to the implementation of the roadmap.

At least in the first two years after the mission ICAO should seek to follow up with the Host State regularly after the mission, seeking advices from members of the Go-Team if necessary.

- End -

ASIAN AND PACIFIC GENERIC AERODROME ENFORCEMENT POLICY AND PROCEDURE MANUAL

1 GENERAL

1.1 Introduction

1.1.1 It is the responsibility of aerodrome operators to comply with the requirements of the aerodrome certification regulations. Aviation safety at aerodromes depends primarily on voluntary adherence to the States requirements by the aerodrome operators.

1.1.2 Enforcement is the action necessary when compliance to the requirements is not present. Enforcement requires administrative or legal action depending on the severity of the violation of the regulations and its impact on aviation safety.

1.1.3 In determining the appropriate type and measure of sanction to be applied, the factors to be considered may include the nature of the violation, whether it was deliberate or inadvertently caused; the potential or actual hazard to aviation safety created by the violation; the aerodrome operator's level of responsibility; records of previous violations; the aerodrome operator's attitude toward the violation, including whether the aerodrome operator voluntarily disclosed the violation and whether action was taken to correct it; the impact of the proposed sanction on the violator and its value as a deterrent to other aerodrome operators in similar situations.

1.2 Definitions

1.2.1 In this paper:

Authorized officer is a person appointed by CEO/DGCA under section XX of Act;

CEO means Chief Executive Officer of the CAA;

Person includes ordinary person and/or corporate entities;

1.3 Objectives

1.3.1 CAA derives its responsibility to conduct the safety regulation of civil air operations by the way of the following statues and national legislations thereunder:

a) Civil Aviation Act

b) Civil Aviation Authority Act

c) Civil Aviation Offences

d) Carriage by Air Act

e) Civil Aviation Regulations

f) Civil Aviation (Aerodrome Operations) Regulations

g) Civil Aviation (Security) Regulations

1.3.2 The objectives of this ~~paper~~ manual are to provide:

a) Enforcement policy and procedures;

b) Roles and responsibility of CAA's officers;

c) Description of the enforcement tools available; and

d) Description of the aids to enforcement.

2 RESPONSIBILITIES

2.1 CAA's authorized officer

2.1.1 It is the responsibility of the CAA's authorized officer to:

a) Gather or receive the information and evidence, which supports a recommendation for an action;

b) Seek advice and input from Director of Aerodrome Standards or any relevant divisions;

c) Assist the appropriate persons in CAA Division by providing information and advice, as necessary;

d) Serve or arrange for the service of the non-compliance report to the person(s) affected;

e) Give an opportunity to the affected person(s) to give his version in writing;

f) Take any follow-up action that may be necessary (including the provision of technical and operational assistance) action or litigation; and

g) Provide any other information or take any action, as deemed necessary.

2.2 Director of Aerodrome Standards

2.2.1 Director of Aerodrome Standards shall:

a) Ensure that their division is organized, staffed and equipped to perform its assigned functions and duties;

b) Lay down the administrative procedures for the authorized officer in order to ensure their smooth and efficient functioning;

c) Seek advice from the Legal Advisor, if required, in relation to any legal issue;

d) Ensure that the enforcement activities conform to:

1) Acts;
2) Regulations;
3) Directives, Circulars, Notices; and
4) Procedures laid down by CAA.

e) Liaise with the aerodrome operators to ensure smooth and efficient executions of the safety oversight functions;

f) Submit a report to the CEO/DGCA's office the results of investigation/inspections as soon as possible;

g) Ensure that the authorized officers carry out investigation and enforcement training in their respective fields regularly;

h) Ensure that the authorized officers hold credentials, necessary authorizations and qualifications and provided with all necessary guidance material, checklist and all the tools and amenities needed;

i) Liaise with the other Division to provide each other with specialized advice on all arising matters;

j) Ensure that the objectives of the enforcement are met and that the system of enforcement is updated and institutionalized to meet the changing situations.

2.3 Legal Advisor

2.3.1 Upon completion of investigation and the Director is of the opinion that is an offence under the relevant Act and Regulations, the completed report will be sent to Legal advisor.

2.3.2 The Legal Advisor will deliberate on the findings and will decide as follows:

a) To advise whether the evidence is sufficient, if not Legal Advisor to instruct further investigation;

b) To list summary of finding with relevant references;

c) To make recommendation on the findings to CEO/DGCA, with a copy to Director if the offences warrant a warning letter or any other consequences[SPR1];

d) To minute the Investigation Paper (IP) to Attorney General's Chamber (AGC) for further action for the purpose of prosecution; and

e) To refer to other Division in the event there are needs and urgency in notifying other agency in case of deficiency detected.

3 SURVEILLANCE AND DETECTION

3.1 Introduction

3.1.1 Figure below shows the general workflow for the enforcement procedure:

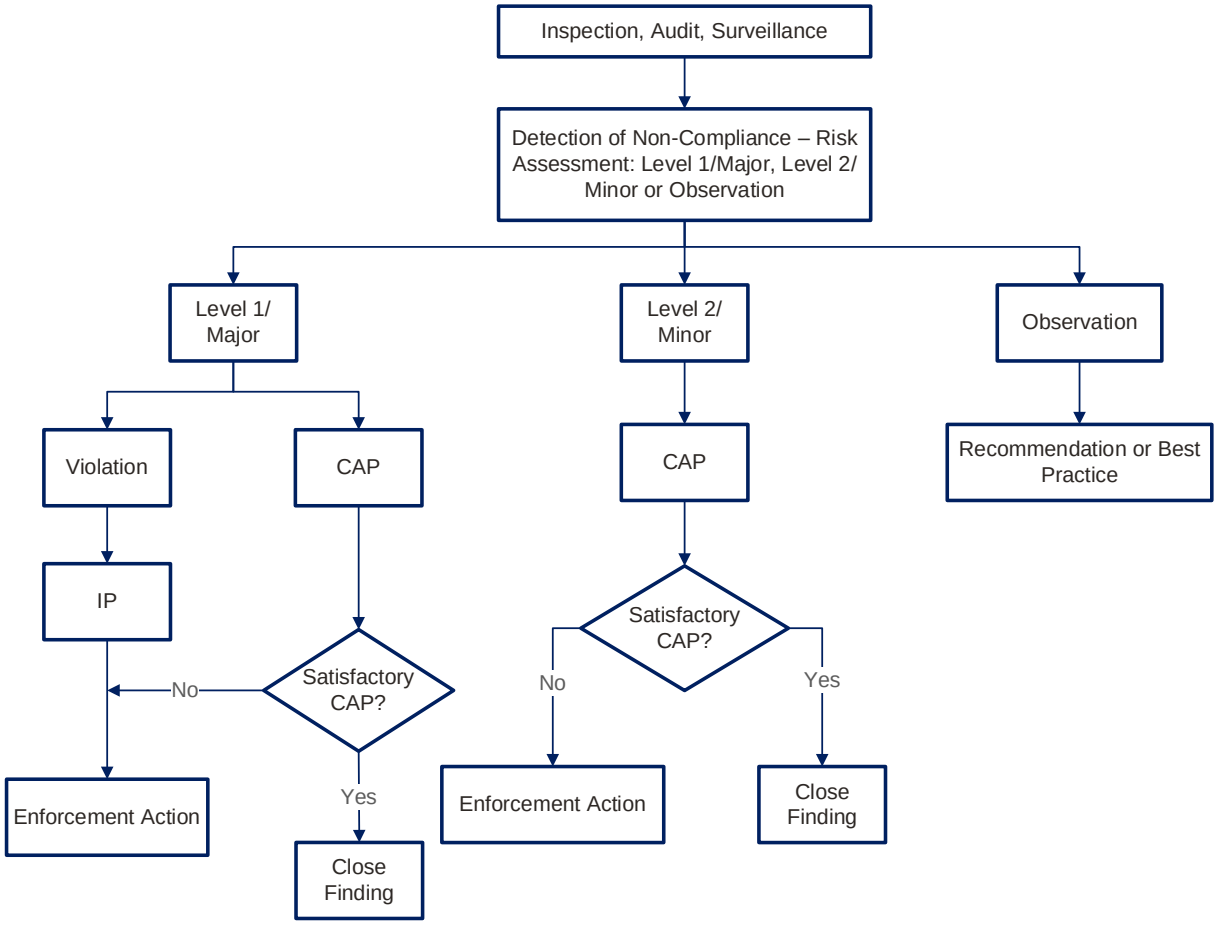

Figure 1 – Workflow of enforcement procedure

3.2 Surveillance

3.2.1 Once an aerodrome operator has been issued a Certificate of Aerodrome, a surveillance inspection/audit will be conducted to ensure that the certificate holder meet their obligations under the terms of the certificate as set out in conditions, limitations and certification requirements.

3.2.2 Under an effective surveillance system, all necessary evaluations are effectively performed by qualified personnel, based on national requirements and following a formal and comprehensive process. The outcomes of the evaluations should be properly documented and recorded, with all pertinent records and evidence kept by the CAA. Such records are necessary to prove the effectiveness and ensure traceability of the certification activities performed.

3.3 Detection

3.3.1 Detection is the discovery of a possible contravention against legal provisions. It may result from activities such as inspections, surveillance programs, regulatory audits, incident reports, complaints from the public or police reports.

3.3.2 When authorized officer is informed of, or observes a contravention or becoming aware of any immediate threat to aviation safety, he must take action.

3.4 Policies and procedures during inspections

3.4.1 The authorized officer shall not enter any premises which are locked or where the aerodrome operator or his representative is not present.

3.4.2 The authorized officer shall identity himself using his authority card.

3.4.3 The aerodrome operator may be informed prior to the inspection being conducted.

3.4.4 If the validity of the document cannot be determined readily, a photocopy, photograph or other accurate record or facsimile should be made before returning the document to avoid keeping the document longer than necessary.

3.5 Levels of non-compliance

3.5.1 Level of non-compliance are as follows:

a) Level 1/Major:

Where the CAA determines a non-compliance with the relevant requirements and/or safety performance of an organisation or individual has fallen to the extent that there is a potential to seriously affect or there is a significant risk to aviation safety/security, a Level 1/Major finding will be made.

Action: The authorized officer will take action in accordance with the relevant act, regulation, directives, circular or notice whichever applicable, which may result in provisional or substantive suspension of the certificate, or a proposal to revoke the certificate. The authorized officer may also consider the need for possible prosecution. Immediate corrective action shall be required for all Level 1/Major findings, and before the suspension is lifted.

b) Level 2/Minor:

Where the CAA~~M~~ Inspector identifies a non-compliance with the relevant requirements but determines that the nature of that non-compliance is such that there is no immediate risk to aviation safety/security, a Level 2/Minor finding will be made.

Action: The authorized officer will require the organization or individual to develop Corrective Action Plan (CAP) acceptable to the authorized officer that will restore compliance within an agreed timescale. Failure to remedy the non-compliance within the timeframe may result in enforcement action.

c) Observation:

Observations will usually be raised as the result of an audit or inspection when best practice is not being followed, or when it is anticipated that the auditee, although currently in compliance, is unlikely to remain so unless appropriate action is taken.

Action: The authorized officer may provide advice and guidance to industry on how non-compliance might be avoided. The authorized officer expect ~~industry~~ aerodrome operator to take this advice seriously and act on it appropriately.

4 INVESTIGATION

4.1 Introduction

4.1.1 An investigation is a systematic search for and documentation of the facts relevant to an event so that a decision to take appropriate action can be made.

4.1.2 When a detection of contravention is discovered, an investigation must be carried out.

4.2 Oral Counselling

4.2.1 Oral counselling provides the alleged offender with immediate counselling on the need to comply with the legal provisions. It is an option for the authorized officer when the contravention is minor and inadvertent or violation has no direct flight safety hazard and the imposition of a severe administrative action such as suspension or revocation of the certificate is considered inappropriate.

4.2.2 Oral counselling would be most appropriate in cases of ignorance or misinterpretation of the legislative provisions, provided that aviation safety is not jeopardized, i.e. a minor contravention having little or no impact on safety or where there is no willful intent. This can be determined by assessing all aspects of the contravention and the attitude of the alleged offender to determine whether oral counselling would secure future compliance.

4.2.3 In case of a doubt as to whether to initiate a technical investigation or an oral counsel, the relevant Head of Unit to be consulted for direction.

4.2.4 In any case, a report should be made to the Director for his attention and forms a record of the offender that may give an indication of minor habitual transgressions. In this circumstance, a full technical investigation that will lead to more severe enforcement action will be necessary.

4.3 Initiation of a technical investigation

4.3.1 If during the course of an inspection, a contravention is detected which is serious in nature such that an immediate threat to aviation safety is imminent, the lead auditor/authorized officer (with the consent of the lead auditor) will carry out a preliminary technical investigation.

4.3.2 The investigation should record the following facts (this will also aid the preparation of the preliminary enforcement action report):

a) The act or omission constituting the contravention and the relevant legal provisions;

b) The names of the people involved and the names and contact details of any possible witnesses;

c) The time, date and location of the contravention;

d) Other pertinent information; and

e) A list of all documents, which has been secured.

4.4 Technical Inquiry (TI)

4.4.1 TI is an internal inquiry and will be conducted if there is a need to investigate after an accident/incident or if there is a report of occurrence. It is conducted to find out the fact of the accident/incident/occurrence for the management to act and ~~possible~~ possibly provide remedial plan.

4.4.2 On completion of TI, if there is enough evidence to show non-compliance or violation to relevant requirements, enforcement action may be instituted. An IP will be required if legal action is to be instituted.

5 PRELIMINARY ENFORCEMENT ACTION REPORT

5.1 Introduction

5.1.1 The Preliminary Enforcement Action Report provides a method of systematic compiling and summarizing all information pertinent to the case so that the concerned authorized officer can quickly become familiar and conversant with the case without the need to review in detail to complete contents of the file.

5.1.2 This report shall be prepared where there are possibilities the person has committed a deficiency rather than violation which may lead to administrative action.

5.2 Preparation of Preliminary Enforcement Action Report

5.2.1 The report shall be prepared on the following lines:

a) The cover sheet shall contain identity of the person, the deficiencies and the name of authorized officer;

b) Case synopsis providing a quick overview of situation;

c) Certificate details;

d) List of evidences;

e) The person's enforcement history;

f) Package rounded off with authorized officer's recommendation(s) in which any mitigating or aggravating circumstances may be outlined; and

g) Copy of compliance order (if applicable).

6 ACTION

6.1 Introduction

6.1.1 There are two (2) types of action that may be taken, either administrative action or legal proceedings or both.

6.2 Administrative actions

6.2.1 Administrative action that may be taken are:

6.2.1.1 Warning or caution

a) Result of the violation is not expected to have threat on the safety of aircraft operation; warning may be issued in cases of minor contravention or first timer.

b) Letter to the person who committed contravention stated the nature of violations or non-compliance and why such act resulted in enforcement action.

6.2.1.2 Suspension

a) Regulation XX of Civil Aviation Regulations provides the Authority that may suspend, vary or revoke an authorization, certificate, licence or approval issued.

b) Suspension is an action whereby a certificate is to be invalidated for a certain period of time.

c) Suspension will be made for the following situations:

1) Accident or incident that resulted in injury or fatality to people or damage to an aircraft or property; or

2) A person fails to take action despite repeated warnings by the Authority of discrepancies or breach of requirements.

d) When a suspension is required, the person shall bring in the certificate and 'NO EFFECT' stamp will be stamped together with the start and end date of the suspension and signed by the Authority.

e) Should the suspension be lifted, a new certificate shall be printed and signed, and the suspended document shall be retained for record keeping.

6.2.1.3 Variation

a) Regulation XX of Civil Aviation Regulations provides the Authority that may suspend, vary or revoke an authorization, certificate, licence or approval issued.

b) The various options available as follow:

1) Degradation of the certificate issued;

2) Reduce the validity period of certificate issued; or

3) Limit the operational capability of the aerodrome.

6.2.1.4 Revocation

a) Regulation ~~193~~ XX of Civil Aviation Regulations ~~2016~~ [No or Year] and Regulation ~~64~~ XX of Civil Aviation (Aerodrome Operations) Regulation ~~2016~~ [No or Year] provides the Authority that may suspend, vary or revoke an authorization, certificate, licence or approval issued.

b) Revocation is a process whereby a certificate is completely invalidated in case of serious validation provision.

c) A letter informing the nature of violation or omission, the decision to revoke and the need to return the certificate concerned for revocation by the Authority must be sent to the person as soon as possible.

6.3 Legal Proceedings

6.3.1 As a result of the investigation carried out it is found that a serious contravention of legal provisions is committed, the Authority on the advice of the Legal Advisor may refer any serious violation of legal provisions to the AGC for legal action. The Legal Advisor shall forward all the necessary evidence, but not limited to the following:

a) Record of investigation which include summary of facts, summary of findings and list of witnesses;

b) The decision and grounds for such decision of the Director;

c) Notes of the Technical Inquiry;

d) Preliminary Enforcement Action Reports;

e) Statement and documentary evidence obtained; and

f) Document recommending an appropriate legal action on the alleged offender i.e. compound or court proceedings.

6.3.2 The Legal Advisor may advise the case to be further investigated if it is found that the documents compiled are not sufficient.

6.3.3 The authorized officer, in his finding and/or upon receipt of a complaint lodge to him, may issue a notice of compound to the person and/or company whom he reasonably suspected of committing an offence, after completion of Investigation Report and the officer has to entails the details of the offence including appropriate quantum of the offence. The finding will then brought to the attention of the Legal Advisor before seeking the Authority approval.

6.3.4 The offer may be made at any time after the offence has been committed, but before any prosecution for it has been instituted, and if the amount specified in the offer is not paid within the time specified in the offer or within such extended period as the Authority may grant, prosecution for the offence may be instituted at any time after that.

6.3.5 As stated under Section XXX of CAA Act amount of compound must not exceed 50% of the maximum fine of the offence which will be paid into and form part of the CAA fund and no prosecution shall be instituted in respect of the offence against the person to whom the offer to compound was made.

7 SANCTION DETERMINATION IN CASE OF MULTIPLE OR CONTINUING VIOLATIONS

7.1 Multiple violations

7.1.1 Multiple violations involve a series of distinct and separate contraventions of a particular regulation(s) over a period of time. For example, the circumstances of the offence may be different depends on proximity of time, place, continuity of action and community of purpose in relation to the offence.

7.1.2 In this case, both the administrative and legal action may be considered.

7.2 Continuing violations

7.2.1 There are a number of offences which could be repeated over a period of time as the result of continuing condition or state of affairs.

7.2.2 In the event the person who failed to rectify or make corrective actions ~~is~~ within reasonable period of time, the Director bears the responsibility in determining the next course if action based on the technical report and may consult with Legal Office for proper action; depending on the levels of non-compliance.

[Civil Aviation Authority]

[GENERIC] AERODROME EXEMPTIONS POLICY & PROCEDURES MANUAL

[The basis of the following document is a system of exemption from a legislative requirement. Depending on a State's regulatory framework and legal system, these words may need to be changed. Additionally, some sections have limited placeholders and generic text, as the detail will be location specific.]

Amendment #: [X]

Date: [XX/XX/XXXX]

Foreword

The [Civil Aviation Authority] of [State] is responsible, under [the Civil Aviation Act], for the regulation of safety in civil aviation, including in the aerodrome sector.

This manual describes how [Civil Aviation Authority] staff will implement procedures for accepting, assessing, and issuing exemptions against standards, regulations, and other requirements.

The information contained within this manual has been developed in consultation with ICAO standards, recommended practices and guidance material as well as the applicable national legal requirements.

I expect our officers will comply with the specified processes and activities that are provided in this document. It is important that the [Civil Aviation Authority] can demonstrate consistency, equity, and leadership in its day-to-day regulatory activity. Compliance with our own published procedures is one way that we can demonstrate effective discharge of our functions and obligations to industry participants and the travelling public.

Users of this document are invited to pass advice of errors, inconsistencies, or suggestions for improvements to the office of the [Director-General of Aviation Safety].

_____ _____

[Name] [Date]

[Director-General of Aviation Safety]

Amendment History

Amendment #	Applicability Date	Details	Approved by

Table of Contents

Exemption Policy

The [Civil Aviation Authority] is committed to maintaining the highest aviation safety standards and ensuring that all aerodrome operations within [State] comply with relevant laws, regulations, and standards.

However, there may be circumstances in which it is necessary to grant exemptions from certain requirements (standards, regulations etc.) to accommodate unique or unusual operations, facilitate emergency response, support innovation and development of new technologies or practices, or address other compelling needs.

This exemption policy is designed to balance maintaining safety with supporting innovation and flexibility in the aviation industry. In determining whether to grant an exemption, The [Civil Aviation Authority] shall consider the proposed operation's potential safety risks and benefits and any other relevant factors, including the potential impact on the aviation industry and the public.

Exemptions will only be granted if it can be demonstrated that the proposed operation can achieve an equivalent level of safety consistent with the highest standards of safety and the integrity of the aviation system.

Exemptions are granted case-by-case and subject to specific terms and conditions designed to ensure that safety is maintained.

The [Civil Aviation Authority] will review and decide on exemption requests promptly and transparently and work closely with applicants to ensure that any exemptions granted are properly managed and monitored. The [Civil Aviation Authority] will also review the effectiveness of exemptions regularly and take appropriate action, including revocation or modification, if necessary.

Aerodrome Operators must strictly adhere to the exemptions' terms and conditions. Failure to do so may result in the revocation of the exemption and the imposition of regulatory penalties. The Aerodrome Operator must also report any deviations from the exemptions' terms and conditions to the [Civil Aviation Authority] as soon as possible and take corrective action if required.

The [Civil Aviation Authority] shall conduct periodic audits or inspections to ensure that Aerodrome Operators comply with their exemptions' terms and conditions.

Applying for an Exemption

[A State's legislative framework associated with exemptions may be prescriptive on the form and timing of exemption applications. In the following section, not all possible variables have been identified in blue. Careful consideration of this entire section may be required.]

Before an Aerodrome Operator applies for an exemption, it should ensure that compliance with standards is not possible or, where permitted, not reasonably practicable. These steps should be documented and serve as the context within which an exemption application is made and a risk-based assessment is completed.

When a situation requiring an exemption is identified or when an existing, time-limited exemption needs to be renewed, the Aerodrome Operator must initiate the process in accordance with the following requirements and procedures.

Who may apply for an exemption?

The Aerodrome Operator's [Accountable Manager], as the key executive of the Aerodrome Certificate holder, may apply for an exemption.

Application timeframe

The Aerodrome Operator must submit an exemption application at least [three months] before the exemption is required. As an exemption against the regulations is considered a last resort, the intent of this timeframe is to:

- ensure that the exemption application is given due consideration
- encourage the industry to adopt appropriate planning and management fallback strategies
- ensure that an exemption is necessary rather than a convenient method of complying with the legislation.

However, when unforeseen circumstances require an exemption to be issued within a short time frame, the [Civil Aviation Authority] will consider a late application provided the applicant provides suitable justification as to why the application was not submitted in accordance with the standard time frame.

The [Civil Aviation Authority] will not accept poor planning as suitable justification. Even if the application is accepted, the exemption will be subject to a full assessment and no guarantees regarding decision time frames.

Form of an exemption application

An exemption application must consist of the following documents

- A completed form [XXXX] (Appendix A)
    - Including all legal details of the Aerodrome Operator, the [Accountable Manager], the Aerodrome Certificate, and a Point of Contact, as well as the standards against which the exemption is sought, an overview of the circumstances that prevent compliance with the standards, and an overview of the proposed mitigation measures for achieving an equivalent level of safety.
- A safety case
    - Detailing the context of the exemption request, the particulars of the proposed operation, analysis of potential safety risks, proposed mitigation measures, and a comparison to the existing standards with a determination of the equivalent level of safety.
- Supporting documentation
    - Such as detailed safety risk analysis, proposed aerodrome manual amendments, draft procedures, design drawings, and equipment specifications.
- Previous exemption documentation
    - If applying for renewal of an exemption

Application & Acceptance

Exemption applications are to be submitted to:

[INSERT SUBMISSION DETAILS FOR EXEMPTION PROCESSING

[E.g. Head of Aerodromes Section
PO Box XXXX
CAPITAL CITY, STATE]

Upon receipt of an exemption application, it shall be assigned to an Assessment Officer for initial review and acceptance.

The Assessment Officer shall confirm the following:

- The submitted form [XXXX] contains the required details that align with the records held by the [Civil Aviation Authority], and the form has been signed by the [Accountable Manager]
- A safety case has been submitted, and this assessment, following a cursory review, appears to contain the required information as per the details contained on the form [XXXX]
- Also, after a cursory review, the supporting documentation appears to contain the required information as per the details contained on the form [XXXX]

- For exemption renewals, a copy of the existing exemption has been provided and annual review of the exemption
- The proposed commencement date of the non-compliant operation is no less than [three months] from the date the application was received
    - If the timeframe for assessment is less than [three months], the justification for the urgent request is sufficient and reasonable.

If the application meets the above requirements, the Assessment Officer may accept the application and notify the Applicant. This notification must confirm acceptance of the exemption request and the due date of the exemption. It must also inform the Applicant that further information may be requested through the nominated Point of Contact.

If the application does not meet any of the above requirements, the Assessment Officer must reject the application and notify the Applicant. This notification must state the reasons for the immediate rejection and advise the Applicant to resubmit the application once the deficiencies are addressed.

Payment of Processing Fee

[If cost recovery is required insert details of the application/processing fee procedure]

Assessment of the Safety Case

While a safety case does not need to be structured in a standard way, it should document a complete risk management process. While that process should align with the Aerodrome Operator's established Safety Management System, other risk assessment models may be used where technical or other operational needs should be considered. However, the process should address each of the following steps:

- Stakeholder coordination
- Defining the operational context
- Identifying hazards
- Analysing risks
- Evaluating risks
- Mitigating risk
- Monitoring and review

The Assessment Officer must review the safety case within the context that it is submitted and in consideration of [State] legislation and best practice.

Overall, the burden to satisfy the Assessment Officer rests with the Applicant. The information presented in the safety case must assure the Assessment Officer that an equivalent level of safety can be achieved.

When assessing a safety case, an Assessment Officer should consider the following (the X C's). They should ask, is the safety case:

- Complete – Does the application address all the relevant criteria, issues, hazards, risks, controls, etc.?
- Coherent – Is the application addressing the relevant standards, the safety issues raised and the identified hazards/risks?
- Consistent – Are the risk management identified in the safety case techniques (such as identification, scoring and evaluation) used consistently throughout the process?

If a safety case contains detailed technical analysis, the Assessment Officer may consult with an [Civil Aviation Authority] expert or they may request further information from the Applicant. Likewise, if any deficiencies in the safety case are identified, the Assessment Officer should contact the Applicant's Point of Contact and request further information or clarification.

The Assessment Officer is empowered to evaluate the value of further requests for information with due consideration to the initial application, subsequent information supplied and the likelihood that additional information will impact on their final assessment. When the expected value of such requests is low, the Assessment Officer may deny the application.

Determining if an Equivalent Level of Safety is Achieved

The final decision on any exemption application is whether the Assessment Officer believes that the safety case outlines a set of circumstances where the resulting level of safety is at least equivalent to that expected under full compliance with the standards.

Overall, this determination is a question of comparing the safety risk under the "normal" operation and the safety risk under the proposed operation. While the form of this determination may vary depending on the situation, the following considerations should be contemplated:

- In a scenario where the standard cannot be implemented, do the alternative risk controls address the hazard/risk associated with the original standard and any other induced risk?
- In a scenario where the hazard/risk associated with the original standard is not present or very low, do the actual conditions permit the exemption from the standard either with or without alternative risk controls?
- In a scenario where the proposed operation may introduce hazards/risks if the original standard is implemented, do the alternative risk controls address these new hazards/risks and any other induced risks?

Exemption Conditions

It is recommended that, as a minimum, all alternative risk controls identified by the Applicant be established as conditions on the exemption. The Assessment Officer may vary these alternative risk controls and recommend additional conditions where they consider it necessary to achieve an equivalent level of safety. Where variations or additional conditions, are imposed, the Assessment Officer must provide a justification.

Exemption Recommendation, Decision & Notification

Recommendation

The Assessment Officer must document the basis of their decision in a recommendation to the [Director-General of Aviation Safety].

The exemption recommendation must include the following:

- The legal details of the Aerodrome Operator, the [Accountable Manager], and the Aerodrome Certificate
- The standards from which the exemption was sought
- An overview of the circumstances that prevent compliance with the standards
- The determination/evaluation of the Assessment Officer
- The justification for this determination/evaluation
- If the recommendation is to approve the application,
    - An overview of the proposed mitigation measures for achieving an equivalent level of safety
    - The recommended terms of the exemption, such as the validity period and any operational limitations
    - Any conditions to be placed on the exemption
    - [Unless required by legislation] Additional administrative conditions including the requirement to include a copy of the exemption in the aerodrome manual and, where appropriate, publish details of the exemption in AIP.

Exemption Decision

Upon receipt of an exemption recommendation, the [Director-General of Aviation Safety] is to review the document and may consult with the Assessment Officer and supporting information, as required.

The [Director-General of Aviation Safety] will document their decision and justification. They will then forward the decision to either the [Legal Office] for the drafting of the exemption or to the Assessment Officer for the notification of application denial.

Drafting

The [Legal Office] must draft the exemption in the standard form as per the decision and recommendation. The final exemption is to be signed by the [Director-General of Aviation Safety] and sent to the Assessment Officer for dispatch to the Applicant.

Notification

The Assessment Officer must prepare a notification to the Applicant on the result of the exemption application assessment.

- If the application has been approved, the notification must consist of a cover letter and the signed exemption.
- If the application has been denied, the notification must consist of a letter outlining the reasons for the decision.

Publication of Exemptions

In addition to any conditions on the Aerodrome Operator to publish details of the exemption in the AIP, the [Civil Aviation Authority] must also publish details of the exemption on the [Exemption Register].

The [Civil Aviation Authority] must ensure that these details are published prior to the commencement of the exemption's validity period.

Monitoring & Revocation

Surveillance

The [Civil Aviation Authority] shall conduct targeted or general surveillance of an Aerodrome Operator's compliance with aerodrome standards including any relevant exemptions and their conditions.

Such audits and inspections will be conducted in accordance with general surveillance procedures with any initial identification of non-compliance managed under the same procedures.

Any failure by the Aerodrome Operator to address such non-compliance in accordance with standard surveillance procedures or any subsequent non-compliances relating to the same exemption must be addressed the procedures outlined below.

Revocation

The [Civil Aviation Authority] may revoke an exemption, at any time, in the interests of aviation safety. This may occur due to the Aerodrome Operator not complying with the conditions of the exemption or circumstances arising that result in a lower than equivalent level of safety.

When revoking an exemption, the [Civil Aviation Authority] must notify the Aerodrome Operator of its intention and provide them with an opportunity to respond. The Aerodrome operator must provide this response within [two weeks].

The [Civil Aviation Authority] must consider this response in making the final decision to revoke the exemption.

The above notification is not required with the circumstances in question present a serious and imminent risk to aviation safety or where the applicant has been found guilty of breaching a condition of the exemption or a related provision of the legislation.

The [Civil Aviation Authority] may also revoke an exemption on request of the Aerodrome Operator.

When the [Civil Aviation Authority] revokes an exemption, it must notify the Aerodrome Operator in writing and provide justification for its decision.

Appendix A – Exemption Application Form [XXXX]

Aerodrome Name			
Aerodrome Operator			
Certificate Number			
Accountable Manager			
Point of Contact Name			
Email		**Phone**	
Relevant Aerodrome Standards			
Circumstances that prevent compliance with the above standards			
[ ] further details contained in attached safety case			
Proposed method for achieving an equivalent level of safety			
[ ] further details contained in attached safety case			
Proposed Start Date		**Proposed End Date**	
Attachments	[ ] Safety case	[ ] Supporting documentation	[ ] Existing exemption, *if applicable*
Declaration			
I declare that I am authorised to make this application on behalf of the Applicant and that all statements in this application are true and correct in every particular and that I have read and understood all provisions of the civil aviation legislation which are relevant to this application.			
Signed		**Date**	

INTERNATIONAL CIVIL AVIATION ORGANIZATION

GENERIC AERODROME INSPECTOR HANDBOOK

VERSION ~~1 2 JULY 2021~~ 2
.. July 2023

Introductory Notes

This generic document was developed by the ICAO Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG) and approved by AOP/SG/5 and published by ICAO Asia and Pacific Office, Bangkok. When referring to this draft generic document, States are expected to customize the content in accordance to the States' legislations, regulations and situations.

ICAO Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services and Guidance Materials shall take prevalence in the event of any conflict between the aforementioned provisions and this generic document.

Enquiries and feedbacks regarding this generic document can be made to ICAO APAC Office at apac@icao.int.

Generic Aerodrome Inspector Handbook

Version 1, ~~2 July 2021~~ 2
.. July 2023

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This is a CAA safety programme document. It contains processes determined to be necessary for supporting operational safety elements at aerodromes in [STATE], and for ensuring the effective safety oversight of aerodrome related activities by officers of CAA.

This manual is issued under the authority of the Director General for Civil Aviation, CAA.

This manual may be amended from time to time, and Director General of Civil Aviation will provide such amendment service.

Copies of this manual are available from the Chief, Directorate of Aerodrome Safety and Standard [DASS], CAA. Comments about the content are welcome from staff members of CAA or members of the aviation industry. Any requests for issue of the document or comments or requests for clarification should be directed to:

Chief, [DASS] Civil Aviation Authority of [STATE]
[ADDRESS]

Phone : xxxxxxxx
Fax : xxxxxxxx
Email : xxxxxxxx

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FOREWORD

The Civil Aviation Authority of the [STATE] is responsible under [CIVIL AVIATION ACT], for the regulation of civil aviation activities, including activities in the aerodrome sector of the air transportation industry, within the Republic of the [STATE].

This handbook for aerodrome inspectors is one in a series of manuals that have been adopted by CAA to meet the responsibilities devolved from the Civil Aviation Act or the Civil Aviation Authority Act [as applicable] to ensure the safety regulation of aerodrome matters. This manual describes how staff will implement the procedures specified for conducting certification and surveillance of domestic and international aerodromes throughout the nation.

The information contained within this Aerodrome Inspector Handbook has been developed to be in conformity with ICAO standards and recommended practices and the applicable [STATE] legal requirements including the Civil Aviation Regulations [CAR], the [ANNEX 14] and the Manual of Aerodrome Regulatory Procedures.

I expect CAA officers will comply with the specified processes and activities that are provided in this document. It is important that the CAA is able to demonstrate consistency, equity and leadership in its day to day regulatory activity to the aviation industry, and compliance with our own published procedures is one way that we can demonstrate effective discharge of our functions and obligations to industry participants and the travelling public.

Users of this document are invited to pass advice of errors, inconsistencies or suggestions for improvements to Chief, [DASS].

Director General

Date: _____

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DISTRIBUTION LIST

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Copy No.4						

Note:

Finalization of this distribution list is subject to the completion of organizational structure and staffing arrangements. The distribution list is provided as an example only and is to be completed when appropriate.

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AMENDMENT RECORD

Record of amendment			
Number	Date Applicable	Date Entered	Entered by:

Record of corrigenda			
Number	Date Applicable	Date Entered	Entered by:

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RECORD OF REVISION

The revision listed below have been incorporated in this copy of the Inspector Handbook.

Version No.	Revision No.	Effective Date	Revised by (Signature)	Reason

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CHAPTER - 1 About this manual

1.1. Objective

1.1.1. This handbook provides information and guidance for activities by Aerodrome Inspectors conducting CAA safety oversight functions. It provides guidance for Inspectors involved in system safety audits of aerodromes. Specific procedures associated with aerodrome certification can be found in the [Generic Aerodrome Certification Procedure].

1.1.2. This handbook establishes various actions required to be undertaken by Aerodrome Inspectors so that aerodrome operations within [STATE] are maintained in accordance with:

- relevant aviation legislation that impacts on safe aerodrome operations, and specifically that which addresses aerodromes - Civil Aviation Regulations [CAR];
- Manual of Aerodrome Standards [MAS];
- Annex 14 to the Convention on International Civil Aviation, Aerodromes, Volume I (ICAO Annex 14 Volume I); and
- any other directive issued by the CAA relevant to civil aerodromes.

Note: In this document ICAO Annex 14 Volume I is considered as [MAS].

1.2. Applicability

1.2.1. This handbook contains information for safety audit processes to be adopted for:

a) Certified aerodromes;

b) Uncertified/registered aerodromes; and

c) any other aerodrome specified by the CAA;

1.2.2. Responsibility for the development, implementation and maintenance of aerodrome standards rests with the CAA. Specifically designated CAA Aerodrome Inspectors are accountable for the ongoing tasks required to ensure that the contents of this handbook are being effectively implemented in order to satisfy the following objectives;

a) verify the effective implementation of aerodrome standards;

b) monitor the level of compliance with the provisions of [CAR].

c) determine the adequacy and effectiveness of the handbook through the establishment of legislation, regulations, inspections and audits;

d) ensure all persons who are assigned aerodrome audit duties or responsibilities are trained and instructed to carry out such duties;

e) ensure that violation of standards are investigated; and

f) review and re-evaluate aerodrome standards and controls immediately following an act of violation and on a periodic basis.

1.2.3. Appropriate legislation

1.2.3.1. The legal authority governing the implementation of this handbook derives from [CAR] [XXX] that empowers the Director General with authority to issue certificates for aerodromes. The Civil Aviation Regulations governing Aerodromes [CAR], contains details of the mandatory requirements associated with [STATES] aerodromes.

1.2.4. Under the CAR [XXXX], an aerodrome operator is obligated to allow the Director General or his authorized representative access to any aerodrome to carry out safety inspections or evaluations.

1.2.5. Power of access to aerodrome for inspections under CAR [XXX] provides that:

a) The operator of an aerodrome must allow CAA to inspect and conduct tests on aerodrome facilities, equipment, services or operating procedures and inspect the aerodrome operator's documents and records and verify the Aerodrome Safety Management System at the aerodrome for the purpose of aviation safety;

b) The aerodrome operator must allow access for personnel authorized by CAA to any part of the aerodrome, or any aerodrome facilities, equipment, records, documentation or records for the purpose referred to in paragraph (1) above; and

c) CAA must give reasonable notice to the operator about the tests to be conducted and carry out the tests at a reasonable time.

1.3. Overview and concepts

1.3.1. The system described in this handbook covers the following basic elements;

a) Conduct of surveys by CAA of various airports and other aviation stakeholders to determine aerodrome requirements;

b) Setting of operational standards by the CAA through the requirement for, and approval of, aerodrome certificate (AC);

c) Voluntary compliance (internal quality assurance) by the holders of aerodrome certificates;

d) Surveillance, including the detection of non-conformity with standards, conducted by the CAA;

e) Investigation and reporting of non-compliance by the CAA;

f) Notification of violations to stated aerodrome operation requirements by the CAA to aerodrome operators;

g) Enforcement action by CAA in case of non-compliance with requirements by aerodrome operators;

h) Surveillance and detection of non-conformity with aerodrome regulatory requirements as applied within [STATE], conducted by foreign governments, airlines, and ICAO under the Universal Safety Oversight Audit Programme (USOAP).

1.3.2. Under the [civil air regulations] there is a requirement for specified entities to develop and submit an aerodrome manual to the CAA. Aerodrome manuals describe in detail how operators implement the various standards required of them. If an aerodrome manual is accepted by the CAA, it is an indication that, at the time, information and processes

contained within the manual were to the standards required to be met by the operator, and that the aerodrome certificate holder is expected to consistently maintain compliance with the mandatory safety requirements. The contents of the manual form the basis for any audit or inspection conducted by the CAA.

1.4. Definitions

1.4.1. Within the contents of this handbook, certain terms are referred to that have a specific technical meaning. A list of these terms and the definition of their technical meanings is included at **Appendix 1**.

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CHAPTER - 2 Authority and responsibility

2.1. CAA responsibilities

2.1.1. The organizational structure of the CAA

The organizational structure of the CAA is shown on the following organization chart (See next page).

2.1.2. Tasks and responsibilities of the [DASS]

The tasks and responsibilities of the [DASS] include, but are not limited to:

a) Receiving, recording, reviewing and processing an expression of interest received from an intending applicant for an aerodrome certificate;

b) Receiving, recording, reviewing and processing a formal application for an aerodrome certificate including the initial inspection review of the aerodrome manual, on-site audit and verification, inspection and testing of aerodrome particulars, facilities and equipment including aeronautical studies;

c) Certifying that aerodromes subject to the regulations will achieve an acceptable level of safety when operated and maintained in accordance with an approved Aerodrome Manual;

d) Grant or refusal of an aerodrome certificate;

e) Receiving, recording, reviewing & processing applications for the registration of an aerodrome;

f) Grant or refusal for registration of an aerodrome;

g) Receiving, recording, reviewing & processing applications for the surrender of an aerodrome certificate;

h) Cancelling or suspending an aerodrome certificate; and

i) Approval of persons to conduct aerodrome safety inspections.

2.1.3. Aerodrome Inspectors/Auditors Code of Conduct

2.1.3.1. As the leader of or as a participant in a CAA audit team, each individual auditor is required to comply with a code of conduct that directs his/her actions during the entire process of the audit. These rules of conduct for each individual auditor are as follows;

a) To exercise in all loyalty, discretion and conscience the functions entrusted to them as a member of the CAA aerodrome safety oversight audit team;

b) To discharge these functions to the best of their ability;

c) To conduct themselves with integrity, impartiality and honesty;

d) To abide by the rules, procedures and guidance prescribed in this handbook;

e) Not to misuse their official position as part of the CAA aerodrome safety oversight audit team;

f) Not to receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgment or integrity;

CAA ORGANIZATIONAL STRUCTURE

[STATE ORGANIZATION CHART]

g) To avoid giving cause for resentment and abstain from conduct which would reflect adversely on the CAA; and

h) Not to disclose any information of a confidential nature related to the findings of the audit to any other party other than those identified in this handbook.

2.1.4. Auditor Feedback

2.1.4.1. Following the conclusion of an audit and the compilation of the audit report, each individual auditor is required to complete and submit an Auditor Feedback Form (see Appendix 3) providing his/her observations on the conduct of the audit. These forms will be utilized to provide a qualitative assessment on the audit process so as to identify areas of improvement for future audits. The assessment will be carried out by the Chief, [DASS].

2.1.4.2. If an individual auditor or group of auditors has reason to believe that they are under any pressure to act illegally, improperly or in an unethical manner, or are asked to take any action that is in contravention of the procedures laid out in this Handbook, they shall report this matter in writing to the Director General CAA through the Chief, [DASS] without delay.

2.1.5. Aerodrome Inspector powers and authority

2.1.5.1. Aerodrome Inspectors carry formal authorizations, to be produced if required, enabling them to exercise their powers in accordance with all the elements of [CAR]. These powers include the ability:

a) to inspect any part of any aerodrome;

b) to investigate and test the effectiveness of aerodrome practices and procedures;

c) to require an aerodrome operator, aerodrome manager or occupier of land outside the aerodrome occupied for business purposes in connection with the aerodrome to provide information relevant to inspections, surveys, tests and investigations;

d) to enter on any land or in any buildings, access to which is necessary, for the purpose of inspecting an aerodrome; and

e) to record an operation, procedure or installation in written, photographic or other electronic form.

2.1.5.2. The above powers apply equally to air navigation installations. Furthermore, Aerodrome Inspectors are allowed to take into restricted zones of airports, and use, any equipment necessary to their duties, including but not limited to cameras, video recorders and tape recorders. These powers may be exercised when CAA Aerodrome Inspectors are conducting audits, surveys and inspections.

2.2. Aerodrome Certificate holder's responsibilities

2.2.1. Tasks and responsibilities of the aerodrome operator:

The tasks and responsibilities of the aerodrome operator include:

a) The aerodrome operator shall arrange for internal audits of the safety management system, including inspections of the aerodrome facilities and equipment.

b) The aerodrome operator shall ensure that the internal audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety personnel.

c) The aerodrome operator shall retain a copy of the report(s) referred to in paragraph (b) above for a period to be agreed with the CAA. The CAA may request a copy of the report(s) for its review and reference.

d) The report(s) referred to in paragraph (b) above must be prepared and signed by the persons who carried out the audits and inspections.

e) The aerodrome operator shall maintain a procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied;

f) The aerodrome operator shall maintain a process to capture staff suggestions for improvement, followed by management review and possible implementation of those suggestions;

g) The aerodrome operator shall maintain an internal quality audit programme to audit the aerodrome certificate holder's organization for conformity with the procedures in its manual and achievement of the goals set out in it.

2.2.1.2. Each certified aerodrome operator will incorporate an internal audit process to provide factual information for management to make appropriate decisions in accordance with the aerodrome manual. This internal audit should be able to;

a) Determine the compliance or non-compliance of the audit elements with specified requirements;

b) Determine the effectiveness of the implemented standards in meeting the specified objectives; and

c) Provide the audited organization with the opportunity to improve the operational standard and overall performance.

2.2.1.3. The aerodrome operator's audit process will be contained in an internal quality audit programme that shall;

a) Specify the frequency and the scope(s) of the audits taking into account the nature of the activity to be audited;

b) Ensure audits are carried out by trained auditing personnel who are independent of those having direct responsibility for the activity being audited;

c) Ensure the results of audits are recorded and reported to the personnel responsible for the activity being audited and the manager responsible for internal audits;

d) Require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and

e) Ensure follow up audits to review the effectiveness of any preventive or corrective actions taken are regularly carried out.

2.2.2. Corrective Action

2.2.2.1. The procedure for corrective action shall specify how;

a) to correct an existing problem;

b) to follow up a corrective action to ensure the action is effective; and

c) management will measure the effectiveness of any corrective action.

2.2.3. Preventive Action

2.2.3.1. The procedure for preventive action shall specify how;

a) to correct a potential problem;

b) to follow up a preventive action to ensure the action is effective;

c) to amend any operational procedure as a result of a preventive action; and

d) management will measure the effectiveness of any preventive actions taken.

2.2.4. Management Review

2.2.4.1. The procedure for management review shall;

a) specify the frequency of management reviews of the quality assurance system taking into account the need for the continuing effectiveness of the system;

b) identify the responsible manager who shall review the operational standards; and

c) ensure the results of the review are evaluated and recorded.

2.2.5. Tests

2.2.5.1. Each aerodrome certificate holder shall test its level of compliance with standards, the objective of which is to determine the effectiveness of both the processes and systems involved and the individual performance of staff members tasked with carrying out those processes in the system.

2.2.6. Records

2.2.6.1. Each aerodrome certificate holder shall maintain records to demonstrate the achievement of quality operational standards. Most of the records will be normal business processes and statistical information, however such records should include:

a) Training reports and training records of all members of the organization, including management;

b) Incident and occurrence reports;

c) Internal audit reports;

d) External audit reports;

e) Recurrent testing reports;
f) Equipment testing and servicing reports;
g) Proposals for change;
h) Records of work improvement coordination meetings and outcomes; and
i) Management review meetings and reports.

CHAPTER - 3 Aerodrome manual

Note – Also see Generic Aerodrome Certification Procedure, Chapter 4.

3.1. Requirement for aerodrome operation

3.1.1. The general requirement for certain aviation entities and service providers to develop aerodrome manuals and submit them to the CAA for formal review derives its authority from the [Civil Aviation Act XXXX]. Additionally, the [Civil Aviation Regulations governing Aerodromes][CAR] specifically requires certain aerodromes to be certified by CAA.

3.1.2. Aerodromes must be certified if:

a) international operations are conducted; or

b) *domestic operations are conducted by aircraft certified to carry more than [##] passengers; or

c) *the aerodrome is open to public use and has a published instrument approach procedure.

**Note to CAA – Please refer to State's legislation and policy to determine if these sub-items are appropriate. The Standards and Recommended Practices regarding aerodrome certification are available in Annex 14, Volume I, Paragraph 1.4.*

3.1.3. Certified aerodromes must have a current acceptable aerodrome manual to describe aeronautical data and other information specific to each particular aerodrome.

3.2. Aerodrome manuals

3.2.1. Submission of aerodrome manuals

3.2.1.1. An aerodrome manual is required to be submitted to CAA as a component of a formal application for certification.

3.2.2. Acceptance of aerodrome manuals

3.2.2.1. Upon receipt of a submitted aerodrome manual, the Chief, [DASS], has authority to accept, reject or require modification to the submitted aerodrome manual. Notification to the aerodrome operator of any disapproval or requirement for modification will be made in writing to the operator. Where an aerodrome manual is acceptable and the other elements of certification have been complied with, an aerodrome certificate will be issued.

3.2.2.2. An accepted aerodrome manual also provides a basis for on-going surveillance of aerodromes and aerodrome operators by CAA Inspectors after initial certification has been achieved.

3.2.3. Amendment of aerodrome manuals

3.2.3.1. Whenever necessary to retain currency or if directed by the CAA, an aerodrome operator shall amend the aerodrome manual and provide copy of the amendment(s) to CAA. The Chief, [DASS], has authority to accept, reject or require modification of

the submitted aerodrome manual amendment.

3.2.3.2. Acceptance will result in an amended aerodrome manual. Notification to the aerodrome certificate holder of that acceptance, or rejection, or requirement for change to the amendment as a result of a submitted amendment or adjustment will be made in writing to the operator as soon as is practicably possible, and wherever possible prior to the proposed effective date of implementation of the proposed amendment or adjustment.

CHAPTER - 4 Aerodrome safety oversight

4.1. Aerodrome safety oversight

4.1.1. Aerodrome safety oversight in the broad sense means the total scope of activity conducted by CAA to assess that aerodrome operations are conducted to a level that is as safe as is reasonably practicable. Aerodrome certification and registration involves, but is not limited to, initial entry (via a permission from CAA in the form of a certificate or entry of data onto a formal registration list), continuing oversight action by way of audits and/or inspections, education activity and, where necessary, enforcement action (ranging from warnings to action to suspend or cancel certificates) as well as the imposition of fines.

4.1.2. Aerodrome safety oversight is a CAA function and is additional to any internal audit conducted by an individual aerodrome operator.

4.1.3. In this manual the safety oversight activity is limited to inspection and audit processes as they may be applied to certification, registration and surveillance activity by CAA. Although enforcement is mentioned, staff will be required to undertake specific additional actions when a need for certificate action (suspension or revocation) is determined or a decision to impose a fine is taken, such procedure should be contained within the CAA Enforcement Manual.

4.2. Safety oversight audit

4.2.1. Distinct differences between the aims and objectives of audits and inspections

There are distinct differences between the aims and objectives of audits and inspections, and the methodologies used to conduct each of them. An audit is a systematic and independent comparison of the way in which an aerodrome standard is being implemented, against the way in which the published procedures say it should have been implemented. See Fig 4-1 Overview of Audit Activities. An inspection is basically the act of observing a particular aerodrome operation, action, facility, equipment or document to verify whether the established procedures and requirements are followed, and whether the required standard of performance is achieved.

Audits are more comprehensive, focusing on system issues, and are more complex and time consuming than inspections. Inspections, by comparison, are more specifically focused on specific integral parts of aerodrome operations and are usually of shorter duration. Each of the two types needs to be planned for and a schedule created that allows for the regular conduct of both.

4.2.2. Safety Oversight Auditors and Inspectors

Aerodrome safety oversight audits and inspections shall only be carried out by CAA authorized and certified personnel. These personnel will have undergone audit training and be in possession of competency certificates in the conduct of aerodrome audits issued by the CAA. Staff appointed as CAA Aerodrome Inspectors will be required to possess the necessary qualifications and experience to serve as aviation safety lead auditors. Those without the necessary qualifications or experience may carry out audits and inspections only under the supervision of a person who is appropriately qualified

and experienced.

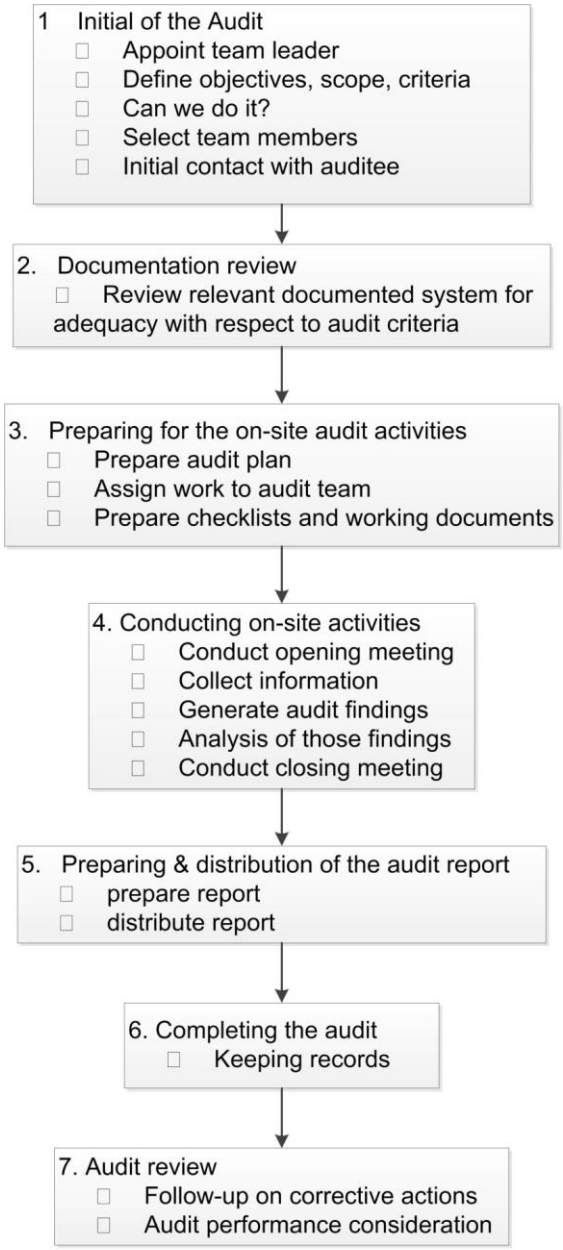

Fig. 4-1 Overview of Audit Process and Activities

4.2.3. Scheduling Audits/Inspections

4.2.3.1. The Chief, [DASS], is responsible for scheduling inspections and audits of all aerodrome certificate holders and other aerodrome operators.

4.2.3.2. The selection of the aerodrome and the frequency of the inspections and audits will be at the discretion of the Chief, [DASS], subject to the following;

a) In normal circumstances each nominated aerodrome certificate holder will be the subject of audit at least once (1) per calendar year;

b) In normal circumstances each registered aerodrome operator will be subject to audit at least once every two years;

Note – Applicable only when a State has "registered" but uncertified aerodromes.

c) Other aerodromes will be subject to inspection from time to time as determined by the Chief, [DASS];

d) In the intervening period between scheduled audits, inspections of relevant parts of aerodrome operations may take place, e.g. Inspectors may attend at aerodrome emergency exercises;

e) In certain situations, or following the occurrence of an accident/incident, or at the discretion of the Director General, additional full or partial audits may be scheduled in addition to any other action that may take place.

4.2.4. Notifying Audits/Inspections

4.2.4.1. The Chief, [DASS] shall notify in writing each selected aerodrome operator that an audit has been planned for that facility or service provider (See Appendix 4).

4.2.4.2. Every notification shall include;

a) The dates of the intended audit;

b) The details of the CAA auditors;

c) Scope of activities to be covered under the audit;

d) List of persons to be made available to the audit team for interview;

e) Deadlines for the submission of the pre-audit questionnaire (if applicable); and

f) Request for essential documentation, as specified by the CAA that may be required to be reviewed prior to the actual audit.

4.2.5. Roles of Auditors

4.2.5.1. All auditors (including the audit leader) are responsible for:

a) complying with the CAA aerodrome audit procedures;

b) clarifying audit requirements if necessary;

c) planning and preparing for the audit;

d) carrying out the audit,

e) documenting observations;

f) reporting the audit results;

g) recording findings in the CAA aerodrome audit database;

h) ensuring corrective and preventative actions are followed up for effective completion;

i) safeguarding all documents relating to the audit;

j) maintaining confidentiality and treating privileged information with discretion;

k) cooperating with and supporting the audit leader.

4.2.6. Roles of Audit Leader

4.2.6.1. In addition to the roles of an auditor, the audit leader has additional responsibility for:

a) liaison with the aerodrome certificate holder regarding the date and time of the audit;

b) ensuring travel and accommodation is booked, if required;

c) assigning responsibilities to team members;

d) preparation of the audit timetable;

e) ensuring team members are adequately prepared

f) resolving any issues regarding written programmes and manuals before the audit;

g) carrying out the opening meeting;

h) leading and supporting the audit team throughout the audit;

i) raising and resolving issues with the aerodrome certificate holder during the audit;

j) ensuring findings are soundly based, and properly recorded;

k) coordinating preparation of the audit report;

l) writing the draft and final audit/inspection report;

m) ensuring adequate preparation for the exit meeting;

n) carrying out the exit meeting; and

o) presenting findings, identifying causal factors, and negotiating corrective and preventive actions;

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CHAPTER - 5 Aerodrome safety system audit

Note – See Generic Aerodrome Certification Procedure, Chapter 5 for information on different types of audit/inspection and off-site or on-site verification activities.

5.1. System safety audit process

5.1.1. Three (3) stages to an audit,

a) Preparation for the audit;

b) Conduct of the audit on-site; and

c) Recording of findings, reporting and follow-up.

5.1.2. Preparation for Audit/Inspection

5.1.2.1. As mentioned in Section 4.2.1, there are distinct differences between audits and inspections. However, many of the processes for the two remain essentially the same, albeit that an audit is far more detailed.

5.1.2.2. There are four (4) phases to the preparation for an audit or inspection, namely:

a) Identification and review of all pertinent documentation, including receipt and review of pre-audit questionnaire;

b) Development of checklists;

c) Preparation of audit timetable.

d) Confirmation of audit arrangements with the aerodrome certificate holder being audited.

5.1.3. Review of Documentation

5.1.3.1. With regard to the essential documentation that needs to be reviewed, this depends on the aerodrome certificate holder being audited and the scope of their operations. Generally speaking, the following documents need to be reviewed before each audit is carried out;

a) The aerodrome documents for the entity being audited; e.g. Aeronautical data, Aerodrome Operations procedures, AEP Manual, SMS Manual;

b) Appropriate regulatory and other legislative texts; e.g. Manual of Standards for Aerodromes;

c) Operating manuals and/or standard operating procedures;

d) Site plans and descriptions of the aerodrome certificate holders operations;

e) Log books on facilities and equipment;

f) Flight schedules;

g) Previous audit or inspection reports; and

h) Information contained in the pre-audit questionnaire.

5.1.3.2. The purpose of this review is to determine the status of the documentation as it relates

to the entity being audited, and to identify key areas that need to be observed and analyzed during the actual audit. Particular attention should be paid to previously identified items of non-compliance from previous reports. This review will also assist in the preparation of checklists to be used by the audit team during the actual conduct of the audit.

5.1.3.3. The pre-audit questionnaire may provide an opportunity to gather useful information about the entity being audited. This questionnaire shall be developed by the audit leader and transmitted to the aerodrome certificate holder in accordance with the requirements of this handbook. See Appendix 5 for a pre-audit questionnaire for an airport operator.

5.1.4. Preparation of Checklists

5.1.4.1. The use of checklists is to provide a structure to the audit that allows for consistent and standardized conduct of audits. Standardizing the conduct of audits guarantees objectivity, impartiality and credibility. In addition, this will also provide a degree of transparency for all stakeholders subject to audit.

5.1.4.2. Checklists will be prepared by Team Leader and distributed to the members of the audit team in advance of the audit in order that they are fully prepared. Generic checklists have been developed and are included in this handbook, and they are applicable to each category of aerodrome (such as certified aerodromes, registered aerodromes and heliports). However, the operational details may vary from one aerodrome to any other, so checklists specific to that aerodrome operator need to be developed prior to the audit.

5.1.5. Preparation of Audit Timetable

5.1.5.1. An integral part of the preparation phase of an audit is the development of the audit timetable. This is done by the audit team leader once the notification process has been completed and all necessary documentation has been received and reviewed.

5.1.5.2. When determining the audit timetable, the audit leader will take into consideration the following elements;

a) Determine the principal persons needed to be interviewed; (e.g. Fire Chief, Apron Supervisor, SMS Manager);

b) Determine the sequence of the audit, including meetings, interviews, document / record review, observations of facilities and operations, and discussions with operational staff;

c) Estimate the time needed to complete each anticipated activity;

d) Make allowances for travelling between areas being audited (if necessary);

e) Schedule entry and exit meetings;

f) Make allowances for peak, off-peak, and out of normal hours observations of activities, facilities and equipment;

g) Allow for review of operational documentation not received prior to the audit; and

h) Allow time for delays and unforeseen occurrences.

5.1.6. Confirmation of Audit Arrangements

5.1.6.1. Prior to the scheduled date of the audit, the audit leader should confirm to the aerodrome certificate holder the date(s) and location of the audit, and the availability of senior management and key staff identified in the preparation of the timetable. It is highly desirable to forward the audit timetable to the aerodrome operator to assist in their preparation for the audit.

5.1.7. On-site conduct of Audits and Inspections

5.1.7.1. The purpose of the conduct phase of the audit is to gather information and then compare that gathered information to the information contained within the approved documentation which establishes the standards for operation of the entity being audited. In this case:

a) [Civil Air Regulations governing Aerodromes];

b) Aerodrome standards to which the aerodrome certificate holder may be subject; and

c) The aerodrome manual and other documents of the entity being audited.

5.1.7.2. Information can be gathered by:

a) Observations;

b) Review of documentation; and

c) Formal and informal interviews.

5.1.8. Entry meeting

5.1.8.1. The first action taken when commencing an audit is the conduct of an entry meeting. The purpose of the entry meeting is to:

a) Establish communication between the audit team and representatives of the aerodrome certificate holder;

b) Ensure there is clear understanding of the purpose of the audit;

c) Explain how the audit will be carried out;

d) Brief the auditee about expectations for support for the audit team;

e) Clarify and confirm the audit timetable; and

f) Resolve any other matters of concern.

5.1.8.2. A sample of the typical agenda items for an opening meeting can be found at Appendix 6.

5.1.9. Evidence of conformity

5.1.9.1. Observations of operational equipment, activities and procedures form the main source of evidence that the aerodrome is conforming to regulatory requirements or otherwise. Verifiable evidence is necessary to provide the true measure of compliance or non-compliance with required standards and procedures. Checklists for the inspectors' guidance can be found in **Appendix 7**. Evidence provides the verification that written procedures are in fact implemented.

5.1.9.2. Additionally evidence by assessment of each facility, equipment or procedure through

observations and discussions to determine compliance with requirements and documentation plus implementation assists to establish compliance with mandatory obligations.

5.1.9.3. If non conformities are found, look for facts to establish proof and make a formal record (copy of relevant document, checklist notes, photos etc.).

5.1.9.4. Exercise discretion when making observations in the workplace. The presence of an auditor (often accompanied by a senior person within the organization) can have a disrupting impact on the workflow in what may be a potentially hazardous environment. Take care to ensure the presence of the auditor does not create an abnormal situation that could lead to errors or omissions being made by those being observed. Do not do anything that could disrupt the workflow, or refocus staff away from their primary tasks.

5.1.9.5. Where appropriate, watch as technical processes are performed, and observe the work practices of those involved. Observe the facilities and equipment that are being used, the work instructions provided, and the working environment. Talk to the people in the workplace. Establish how many people are involved, and if they have duties other than those they perform in support of aerodrome operations.

5.1.9.6. Identify reporting actions for identified or perceived problems. Also identify what the actual documentation process is and whether it conforms to the required process. If deficiencies are seen, discuss them with the management representatives away from the workplace.

5.1.9.7. Make use of the checklists developed for the audit to structure and record the observations.

5.1.10. Interviewing

5.1.10.1. Another principal element of the audit is the interview of selected staff members from the aerodrome certificate holder. The position and job function of the interviewee will determine the type and scope of questions to be put to the interviewee. It is always best to interview the most senior representative available first, (manager can have a viewpoint/overview of all operations) and follow this with interviews of other managers and key personnel identified in the audit plan. This can extend to individual staff members if necessary, but normally an informal conversation at their workplace would achieve the same result.

5.1.10.2. Establish how the senior person expects the aerodrome certificate holder to operate from an aerodrome operation perspective. Identify any changes that have been made, or are being planned. Gain knowledge of other issues that may be affecting the organization, for example, changes in the scope of work carried out, industrial relations (union, agreement) etc. Establish how the senior person satisfies him or herself that the entity is in compliance with the approved aerodrome documents. Determine how identified or perceived problems are recorded and handled.

5.1.10.3. Ask open questions based on the checklists. If necessary, and depending on the information received, adjust the depth of examination. Try to avoid asking questions that can be answered with a simple 'yes" or 'no'. Try to focus on what is occurring now, not what might occur in the future as the audit relies on verifiable evidence.

5.1.10.4. Formal interviews need to be carefully structured. The objective of the formal interview is to meet the main representatives of the aerodrome certificate holder and discuss existing measures. Interviews are usually preceded by on-site observations so the auditor is already aware of the situation and has perhaps already noticed discrepancies or exceptional performance. Any discrepancy must be mentioned to the audited party during subsequent interviews. The location of the interview is important. The selection of the person's office is usually the best option, as interviewing him/her in his/her natural environment might make it easier to establish a climate of trust and reduce possible tension. The auditor is the one who, as a rule, travels to meet the interviewee. This is preferable to having individuals meet in the auditor's office and helps avoid the impression of an interrogation.

5.1.11. Recording of Audit Findings

5.1.11.1. Findings are the result of an observed action once it has been compared to the required approved documentation. An observation of a documented requirement or an implemented requirement will indicate whether compliance with required procedures is achieved or not. A non-compliance is classified as a finding, and it should be accompanied by a request for corrective action. Findings are not opinion, but statements of facts as observed by the auditor. As such they must be backed up by proof, or other evidence of non-compliance, such as a photograph or the completed checklist, explanation of deficiency, or a statement of findings by the auditor.

5.1.11.2. Audit findings shall be classified into different categories, as follows:

a) Non-compliance Level 1 finding, defined as a finding with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or certificate which lower standard or has the potential to result in loss of life, serious injury or damage to facilities, and require immediate corrective action. The risk shall be assessed in accordance with, [Reference to provision on SMS]. Risks associated with Category A finding are considered unacceptable.

b) Non-compliance Level 2 finding, defined as finding with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or certificate which could lower standard or has the potential to cause significant safety problems., and which requires corrective action to be completed within an agreed time frame. Risks associated with Level 2 finding are considered tolerable but will require mitigations to become acceptable.

c) Not Applicable (NA), being an element or item on a check list that does not apply to the entity being audited although a standard may exist, (e.g. de-icing facility).

d) Not Confirmed (NC), being an element whose compliance with required documentation could not be verified during the audit for whatever reason, (e.g. lack of time, absence of key personnel).

e) Observations are comments intended to identify possible improvement or trends toward non-compliances. Comments are not binding on the auditee and are made for consideration.

5.1.11.3. It is important that the senior management of organizations being audited are made aware of the results of the audit, including the specific findings. Obviously Level 1 finding needs to have priority. Therefore, it is necessary to conduct a post audit or exit meeting where these findings can be communicated. It may not be necessary to inform the aerodrome certificate holder of everything that may be included in the final written report, as the audit team may need time to reflect upon their observations before concluding a finding, so the onus is on providing the aerodrome operator with an initial explanation of the major findings. Additionally, all issues of concern may be communicated to the auditee's staff during the audit as they arise.

5.1.12. Exit meeting

5.1.12.1. The objectives and activities of the post audit, or exit, meeting are to;

a) Review the purpose of the audit and how it was carried out;

b) Record attendance at the meeting;

c) Present the major audit findings;

d) Request comments or explanations on any of the findings;

e) Confirm corrective actions (if possible) and agree time frames for their implementation;

f) Advise what to expect in the final audit report together with time frame for delivery; and

g) Identify, and where possible resolve, any other issues of concern.

5.1.13. Audit/Inspection Reports

5.1.13.1. The audit report formally documents the compliance performance of the aerodrome operator by recording matters of non-compliance with mandatory regulatory standards and other safety-related obligations. The report must accurately record all that took place during the audit, should reflect the tone of the audit and contain no surprises.

5.1.13.2. It is the responsibility of the team leader to coordinate the development of the audit report. The team leader must sign the report.

5.1.13.3. While each report will contain factually varying information, it is important that the reports should be similarly structured and formatted to allow for comparison and analysis and to ensure that each audit completed conforms to a consistent standard. A standardized report format is contained in Appendix 9.

5.1.13.4. Audit reports generally will not include recommendations to address findings. The responsibility for proposing and implementing appropriate remedial activities rests with the aerodrome operator.

5.1.13.5. The audit or inspection report shall also specify a time frame for the organization being audited or inspected to respond to the findings made in the report.

5.1.13.6. It is the responsibility of the team leader to ensure that the completed audit or inspection report is sent/delivered to the aerodrome operator within [XX] weeks from the on-site audit or inspection exit meeting. This period must be adhered to.

5.1.14. Corrective Actions

Note – Also see Paragraph 5.5 of Generic Aerodrome Certification Procedure.

5.1.14.1. On receipt of an audit or inspection report, the organization concerned is required to submit a Corrective Action Plan (CAP) within an agreed period.

5.1.14.2. The CAP is a written confirmation by the aerodrome certificate holder detailing the measures they intend to implement, to address all of the findings of non-compliance. The CAP must incorporate actions that at least will remedy the deficiency in the short term and prevent a future recurrence.

5.1.14.3. Failure to compile a CAP, or failure to comply with the deadline for submission of the CAP, or failure to implement the measures outlined in the CAP may result in enforcement action, including possible sanctions against an aerodrome certificate and/or imposition of a fine.

5.1.14.4. Every CAP generated as a result of findings communicated to an aerodrome certificate holder, following an inspection or audit, must contain, as a minimum;

a) The recommendations/elements in need of improvement;

b) Planned corrective action;

c) Identification of the person(s) responsible for implementing and finalizing the corrective action; and

d) Time frame for completion.

5.1.14.5. Where the CAA has not received advice that corrective action has been taken by the due date, the aerodrome operator is to be advised that it is overdue, and that the CAA expects the matter to be resolved within ten (10) days. If a formal notice has not been received with satisfactory closing action, within the ten (10) day period, the aerodrome certificate holder should be advised in writing by the audit leader that, unless immediate action is taken to close the findings, then action may be taken against the aerodrome certificate holder in accordance with regulatory provisions.

5.1.14.6. In cases where the aerodrome certificate holder being audited or inspected does not implement action regarding the findings made by the audit team because it disagrees with any of them, it should direct a formal written notice of disagreement to [CAA] with [XX] days after receiving the audit report, laying down the reasons for the disagreement. [CAA] may review this and determine subsequent action in accordance with the regulatory requirements and the best interests of safety for the industry within the [STATE].

5.1.14.7. The team leader is responsible to ensure that a follow-up audit or inspection takes place as necessary after the actions mentioned in the CAP have been advised as completed, in order to ensure that the stated corrective action has taken place within the agreed time frame, and that the corrective action has been successful in ensuring compliance with the aerodrome standards and/or other regulatory obligation.

5.1.14.8. The Chief, [DASS], is responsible for maintaining a database of audit and inspection findings. Each team leader is to enter their respective results onto this database, and review the contents on a regular basis to ensure that timeframes are being respected and overdue actions are identified.

5.1.15. Audit Records

5.1.15.1. All documents relevant to the audit or inspection should be retained and placed on the aerodrome certificate holder's file after completion of the audit. These should include, where applicable, the following;

a) A copy of the initial notification of the audit;

b) The audit timetable;

c) Completed checklists;

d) All notes made during the audit by the audit team;

e) Records of any interviews;

f) Records of entry and exit meetings;

g) A copy of the Corrective Action Plan (CAP);

h) Results of follow-up activities to ascertain compliance;

i) Post Audit feedback form from operator (See Appendix 9)

5.1.15.2. It is the responsibility of the Chief, [DASS] to establish and maintain an audit database that will contain all the findings gained from the audits and inspections of all aerodrome certificate holders. This database will be utilized by CAA to monitor the constant surveillance on all aerodrome certificate holders and registered aerodrome operators, and in the development of audit and inspection schedules and timetables.

5.2. Guidance for Inspection

5.2.1. Evaluation of Aerodrome Data

5.2.1.1. Purpose

The purpose to provide guidance and information to aerodrome inspectors to use when checking or evaluating aerodrome data required to be published in the Aeronautical Information Publication.

5.2.1.2. References

a) [CAR XXXX] or [MAS]

b) Checklist reference:

1) AIH Appendix 7A: Aerodrome Manual Checklist, Part 3;

2) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4 Sec 1 Aerodrome Reporting; and

3) AIH Appendix 7C-1: Aerodrome Reporting

~~1) Appendix C.5 Aerodrome Certification Manual Contents Checklist (Form [AGA CHECKLIST]) Part 3~~

~~2) Appendix C.5 Aerodrome Certification Manual Contents Checklist (Form [AGA CHECKLIST]) Part 4.1 Aerodrome Reporting~~

~~3) AIH Appendix 7A Aerodrome Manual Checklist, Part 3~~

5.2.1.3. Guidance and Procedures

a) General Information

1) Paragraph .... of [MAS] contains a complete list of aerodrome data to be originated and included by the Aerodrome Operator in the Aerodrome Manual. The information must be available to the operator prior to initial certification.

2) Before being sent to the Aeronautical Information Services for publication in the AIP, the Authority must be satisfied that the information is adequate. It must be ensured that all parties in the data chain including the data originator, the data provider and the data publisher have quality systems for maintaining the integrity of aeronautical data.

3) Any proposed changes by the Aerodrome Operator to published information in the AIP must be checked and approved by the Authority before being sent to AIS for publication.

b) Checklist

1) Aerodrome Manual Checklist, Part 3 and Part 4 Sec 1 contained in Appendix 7A, also On-site Verification Checklist, Appendix 7C-1: Aerodrome Reporting relating to aerodrome data and aerodrome reporting procedures must be completed by the Aerodrome Inspector when assessing aerodrome data during initial certification and during inspection for certificate renewal. Part 4 Section 1 Aerodrome Reporting of the same Checklist could also be used in evaluating reporting procedures during surveillance inspections. AIH Appendix 7A – Aerodrome Manual Checklist, Part 3 can also be utilized.

c) Evaluation

The AI must determine if:

1) There is a system to forward any new data or variation of existing data to the aeronautical information service;
2) There is a quality system for protecting aeronautical data from the point of origination in the data chain to the next intended user;
3) There is a system for prompt notification of changes to variable and permanent data.

Note: Information requiring engineering survey and assessment should be gathered for verification by qualified technical person.

Examples of temporary data are limitations and warnings such as temporary runway or taxiway closure, temporary obstacles, runway surface condition reports, system failures and bird hazards. Examples of variable data are runway declared distances, hours of operation, visual aids and such facilities as rescue and firefighting. Examples of permanent data are aerodrome reference point, runway strength, runway dimensions and layout, elevations and permanent obstacle.

5.2.2. Evaluation of Aerodrome Physical Characteristics

5.2.2.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating the aerodrome physical characteristics of an aerodrome.

5.2.2.2. Reference

a) Relevant provisions in [CAR]

b) Checklist reference/s:

1) AIH Appendix 7A-5: Inspection of the Aerodrome Movement Area and Obstacle Limitation Surface by the Aerodrome Operator;

~~1)~~ 2) AIH Appendix 7B-2: Physical Characteristics, Visual Aid and Aerodrome Facilities ~~FORM AGA ATI 0002~~;

~~2)~~ 3) AIH Appendix 7C-~~1~~5: Inspection of ~~T~~the Movement Area by ~~T~~the Aerodrome Operator ~~On site verification Checklist:~~; and ~~and~~

~~3)~~ 4) AIH Appendix 11: Aerodrome Surveillance Checklist, Part I Physical characteristics.

5.2.2.3. Guidance and Procedures

a) General Information.

1) Prior to initial certification, the aerodrome designs and drawings must be evaluated by appropriate aerodrome standards inspectors, who would ensure that they meet requirements before initial approval is given by the Authority and in case of construction activities, prior to commencement of aerodrome construction work.

2) Details relating to the physical characteristics in approved designs/drawings must be consistent with what is to be provided in the aerodrome manual and onsite.

3) After initial certification and where a change to the physical characteristics of the airside facilities is proposed by the Aerodrome Operator, such a proposal must be processed in accordance with the procedure in the [MAS] MOWP, [MAS] and SMS requirement on management of change.

4) Changes to physical characteristics of airside facilities at an aerodrome may include but not limited to:

i) Construction, realignment, or alteration of the manoeuvring area;

ii) Construction, realignment or alteration of apron.

b) Checklist.

AIH Checklist, Physical Characteristics, Visual Aid And Aerodrome Facilities ~~FORM AGA ATI 0002~~ presented in AIH Appendix 7A-5, 7B-2 and 7C-5 ~~Appendix 7B-2 and Appendix C-5 Aerodrome Certification Manual Contents Checklist (Form [AGA CHECKLIST]) Part 4.5~~ relating to aerodrome movement area, must be completed prior to initial certification and during the inspection for certificate renewal.

c) Evaluation

1) During initial certification inspection, the AI must check the dimensions and surface conditions of runway(s), runway shoulders, runway strip(s), runway end safety areas, stopway(s) and clearways, taxiway(s), taxiway shoulders, taxiway strips andaprons.

2) Pavement.

The AI must determine if all pavements available for aircraft use including loading aprons and parking areas, are maintained to meet the required conditions:

i) Check the pavement lips – the area between full-strength pavement and shoulders or paved shoulders and safety areas–to assure that they are no greater than necessary to allow water to drain off the pavement. eCheck the pavement edges to assure that they are no greater than necessary to allow water to drain off the pavement. A lip height not greater than 25 mm to 35 mm is usually sufficient to allow proper drainage. The surface of the shoulder that abuts the runway should be flush with the surface of the runway and its transverse slope should not exceed 2.5 per cent. The surface of the strip that abuts the runway shoulder should be flush with the surface of the shoulder.

ii) Determine if there are any unsealed cracks wide enough to either:
a) Cause directional control problems for an aircraft, or
b) Generate loose material on the surface of the pavement.

iii) Determine if there are any holes that could cause directional control problems for an aircraft.

iv) Check the condition of pavement areas for unsealed cracks, scaling, spalling, bumps, low spots, and for debris that could cause foreign object damage (FOD) to aircraft, or any holes, cracks or edges that could generate FOD.

v) Check for vegetation growth along runway and taxiway edges that may impede drainage from the pavement surface or be ingested by aircraft engines.

vi) Ensure that the aerodrome operator has a procedure in place to monitor any cracks, holes, variations and vegetation that can cause loss of aircraft directional control or may cause pavement damage, including damaged caused by damming, obstructed water ways or ponding water: observe evidence and/or demonstration.

3) Safety Areas.

The AI should:

i) Determine if there are any hazardous ruts, depressions, humps or variations from the normal smooth surface.

ii) Check to ensure no object is located in a safety area, except objects that must be in the safety areas because of their functions (such as runway lights, signs, or navigational aids). These objects must be constructed on frangibly mounted structures of the lowest practical height.

iii) Determine if the base for any equipment in safety areas flushes with surrounding ground and equipment and NAVAIDs mounted on frangible couplings.

iv) Check to ensure that manhole and handhole covers are at grade level

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and can support vehicles and aircraft. Check to ensure that mounts for light fixtures are at grade level.

v) Check for surface variation and other damage caused by rodents or other animals.

vi) Take note of any objects that are not frangible or not at grade level. Also note extraneous equipment and objects, such as construction equipment, and surface variations that would cause damage to an aircraft or impede emergency response vehicles.

vii) The AI must determine if all unpaved areas available for aeroplanes, including loading aprons and parking areas, are maintained to meet the required conditions;if the safety areas and runway strips are maintained to the required conditions. Unusual aerodrome conditions caused by seasonal variations, such as, mud, water, etc., are evaluated on a case-by-case basis. The AI may have the vehicle operator drive in portions of the safety areas to evaluate surface conditions, provided conditions allow it.

5.2.3. Evaluation of Obstacles

5.2.3.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating obstacle limitation surfaces associated with aerodromes.

5.2.3.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) ICAO Doc. 9137 Part 6 (Control of Obstacles).

c) Checklist reference/s:

1) Relevant checklists in [MAS], if applicable;

2) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4 Section~~tion~~ 13;

3) AIH Appendix 7B-1: Obstacle Restriction;~~Form AGA.ATI.0001~~

~~4) AIH Appendix 7C-1: On-site Verification Checklist 4.13~~

~~5)~~ 4) AIH Appendix 7C-13: Obstacle Control ~~4.13~~; and

~~6)~~ 5) AIH Appendix 11: Aerodrome Surveillance Checklist~~, Area of Inspection, Aerodrome Operations III (vi), (xi), (xii)~~

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5.2.3.3. Guidance and Procedures

a) General Information

1) It is required that a number of imaginary surfaces be established around the vicinity of aerodromes operated under [MAS]. These surfaces must be free of penetration by any object including structures, vegetation (e.g. tree) and terrains.

2) The aerodrome operator is required to establish a process for monitoring the airspace around their aerodromes to ensure that they are free from these objects. Aerodrome operators are also required to report new or on-going

construction around aerodrome to the Authority who is statutorily responsible for determining whether such construction would constitute a hazard to air navigation and subsequently providing aviation height clearance.

3) In determining whether an object constitutes a hazard to air navigation, an inspector must apply the ultimate aerodrome development approach in his evaluation. In the ultimate aerodrome development approach, the obstacle limitation surface of the ultimate aerodrome layout as provided in the aerodrome master plan is taken into account in determining whether or not a permanent obstacle would constitute a hazard.Temporary obstacles may be evaluated based on existing aerodrome developmentonly.

b) Checklist

Checklistslisted in 5.2.3.2 c)~~c)~~c)(1) ~~1)~~1). 0~~0~~4)~~c)~~i, ii, ~~iii~~ & iv) relating to obstacle limitation surfaces, would normally have to be completed during initial certification and certificate renewal inspections. Checklist in Appendix ~~7~~ 11 may be used during surveillance and other special-purpose inspections. As circumstances warrant, depending on the objective and scope of the inspection, the checklist should be tailored to meet specific needs.

c) Evaluation

The AI must determine that:

1) All fixed and mobile objects, as defined in the manual of standards (or amend as appropriate) within the aerodrome operators authority are either marked or lighted or removed, unless determined to be unnecessary by an aeronautical study or the shielding principle, where applicable.

2) There are no objects extending above the obstacle protection surface for visual approach slope indicator system and that the approach light plane is free of infringements.

3) The operator has conducted an obstacle survey to produce a chart and if follow-up surveys are conducted whenever significant changes occur. The Chart shall show a plan view of the entire aerodrome and its environs to the outer limit of the conical surface where established), together with profile views of all obstacle limitation surfaces. Each obstacle should be identified in both plan and profile with its description and height above the datum, which should be specified on thechart.

4) Electronic and visual aids which are obstacles are frangibly designed and constructed and mounted on frangible couplings (marking may be omitted if the obstacle is lighted by high intensity obstacle lights).

5) The operator has established a programme of regular and frequent visual inspection, of all areas around the aerodrome including a daily observation of all obstacle lights both on and off the aerodrome and corrective action in the case of light failure, in order to be sure that any construction activity or natural growth (i.e. trees) likely to infringe any of the OLS is discovered before it may become a problem.

5.2.4. Evaluation of Visual Aids for Navigation

5.2.4.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating visual aids for navigation.

5.2.4.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) ICAO Doc. 9157 Part 4 (Visual Aids).

c) Checklist reference(s):

1) Relevant checklists in [MAS];

2) AIH Appendix 7A: Aerodrome Manual Checklist, Part 2, 3 & Part 4, Section 6;

~~3) AIH Appendix 7B-1: Obstacle Restriction Form AGA ATI 0001~~

~~4)~~ 3) AIH Appendix 7B-2: Physical Characteristics, Visual Aid and Aerodrome Facilities; ~~Form AGA ATI 0002~~

~~5)~~ 4) AIH Appendix 7C-6: Visual Aids and Aerodrome Electrical ~~Systems~~Systems; and

~~6)~~ 5) AIH Appendix 11: Aerodrome Surveillance Checklist; ~~AIH Appendix 7-11: Aerodrome Surveillance Checklist, Area of Inspection, IC Operational Area (iii)~~

~~7) AIH Appendix 7-11: Aerodrome Surveillance Checklist, Area of Inspection; III. Aerodrome Operations (x)~~

5.2.4.3. Guidance and Procedures

a) General Information

1) It is required that all aerodromes operated under [CAR] x.x.xxx; x.x.xxx; x.x.xxx and [MAS] x.x; x.x; xx be provided with visual aids. The type of aids to be provided would depend on traffic density, visibility condition and complexity of the aerodrome layout.

2) Where a change to the configuration and specification of visual aids at an aerodrome is proposed by the Aerodrome Operator, such a proposal shall be processed in accordance with the procedures.

3) Proposed change to visual aids at an aerodrome may arise from:

i) Construction, realignment, or alteration of the manoeuvring area;

ii) Construction, realignment or alteration of the apron;

iii) Change status from Visual Flight Rules (VFR) to Instrument Flight Rules (IFR); and

iv) Change in time of use from daylight operation only to day and night operations.

~~iv)~~

b) Checklist

Checklists listed in ~~5.2.4.2~~5.2.4.2 ~~c~~ c) relating to Visual Aids, would normally have to be completed during initial certification and certificate renewal inspections. AIH Appendix 7-11: Aerodrome Surveillance Checklist, ~~Area of Inspection: III. Aerodrome Operations (x)~~ may be used when evaluating alterations made to an airside visual aids arising from the factors listed in ~~a) 3) a) 3) 3)~~ a) 3) above. The checklist is to be used during surveillance inspection and other special- purpose inspections. As circumstances warrant, depending on the objective and scope of the inspection, the checklist should be tailored to meet ~~specificneeds~~specific needs.

c) Evaluation

1) **Markings**.

The AI must determine if:

i) The status of markings with respect to correct color-coding, peeling, blistering, chipping, fading, and obscurity due to rubber buildup are adequate or not.

ii) All runway hold position markings are clearly visible.

iii) During and after construction projects, new markings for compliance with [~~Manual of Standards for Aerodromes~~MAS].

iv) If the markings have glass beads, the reflectivity of glass beads is adequate at night.

v) Road holding position marking is provided at runway/road intersections.

vi) There are ~~non-standard~~ standard marking or markings that are obscured, faded or deteriorating.

2) **Signs**.

The AI must determine if:

i) Signs are easy to read, in accordance with color standards, retro-reflective, and that all lighted signs are working and not obscured by vegetation, dirt, dust, etc.

ii) Signs are frangibly mounted and concrete bases are properly.

iii) Sign panels are not missing or damaged, that they have the correct legend and arrow orientation, and that they are not cracked or broken.

iv) During and after construction projects, new signs are in compliance with specifications in the [MAS] x.x.

v) During periods of darkness, signs are properly illuminated, if mandatory instruction signs are illuminated with the associated runway lighting system, check signs for correct operations; that they are on the correct circuits, they do not flicker and that they follow the intensity setting of the runway or taxiway lights.

vi) There is non-standard sign or any sign that is not functioning, is faded or damaged.

3) **Lighting**.

The AI must determine if:

i) The following are operable, if installed, and that vegetation or deposits of foreign material do not obscure the light fixture.

- Runway and taxiway lights, including approach lighting and visual approach slope indicator system;
- Taxiway centerline or edge markers (i.e. reflectors);
- Stop bars and no-entry bar;
- Intermediate holding position lights;
- De-icing/anti-icing facility exit lights;
- Runway guard lights (both elevated and in-pavement, if installed);
- Apron floodlighting;
- (Advanced) visual docking guidance system;
- Aircraft stand manoeuvring guidance lights; and
- Runway status lights.

ii) The following are operable, if installed:

- Apron lights and floodlights used in construction to ensure they do not cause glare or confusion to pilots and air traffic controllers;
- Obstruction lights; and
- Lighting in fuel storage areas within the aerodrome.

iii) Note all fixtures missing and lights that are not working or appear dim.

iv) Note any missing or broken light fixture lenses.

v) Runway and taxiway lights and runway threshold lights are the proper color and are oriented correctly.

vi) The aerodrome has an operational wind direction indicator to provide aerodrome surface wind direction information. If the aerodrome is open to flight operations during hours of darkness, the required wind direction indicators must be lighted. [MAS] x.x.x.x provides specification for the construction of a circular band around a wind cone. The segment circle must be clear of vegetation and be seen easily from the air.

vii) An aeronautical beacon has been installed to specification where conditions necessitate such installation.

viii) Performance level objectives for approach and runway lighting in a precision approach lighting system are in accordance with specification. Particular attention should be paid to situations where two or more consecutive lights aremissing.

ix) Road holding position light is provided at runway/road intersections.

x) There is a visual docking guidance system which provides alignment and stopping position guidance, where marshaling services is notprovided.

5.2.5. Evaluation of Visual Aids for Denoting Obstacles

5.2.5.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating visual aids denoting obstacles.

5.2.5.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) ICAO Doc. 9157 Part 4 (Visual Aids)

c) Checklist reference/s:

1) AIH Appendix 7B-2: Physical Characteristics, Visual Aid and Aerodrome Facilities ~~Form AGA.ATI.0002~~.

5.2.5.3. Guidance and Procedures

a) General Information

1) It is required that the operators of aerodromes regulated under [CAR] x.x.xxx and [MAS] x.x.x.x should establish a mechanism for continually monitoring existing obstacles around their aerodromes tor the purpose of ensuring among others, that markings and lights fitted to these obstacles are maintained in serviceable condition.

2) CAA must ensure that operators carry out a regular inspection or visual monitoring of their obstacle limitation surfaces around airport to ensure that serviceable marking and lighting are in place and the height of such structures have not been increased without approval.

b) Checklist

The checklist in 5.2.5.2 c) ~~5.2.5.2 c)~~ may be used during other special-purpose inspections to the extent applicable

c) Evaluation

The AI must:

1) Determine if marking and lighting are in accordance with specification in [MAS] x.xx.x and [MAS] x.xx.x

2) Determine, if wind direction indicator, apron floodlighting and other tall structures within the airside are fitted with obstacle light and if obstacle lights are operable. Check the operator's Aerodrome Manual (AM) for a list of lighted obstructions.

3) Check to see if construction is underway on or near the aerodrome that could affect aircraft operations, check for any vegetation, especially, trees, that may penetrate the obstacle limitation surfaces.

4) Check to ensure that construction equipment, especially tall cranes being used at construction sites, are not an obstruction.

5) Determine if obstructions are properly marked and lighted.

6) Report any obstruction light that is missing, inoperative or damaged, and any object that appears to be an obstruction and is not properly marked or lit.

5.2.6. Evaluation of Visual Aids for Denoting Restricted Use Area

5.2.6.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating visual aids denoting restricted use areas.

5.2.6.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) ICAO Doc. 9157 Part 4 (Visual Aids)

c) Checklist reference:

1) AIH Appendix 7C-8: Aerodrome Works Safety ~~4.8~~

5.2.6.3. Guidance and Procedures

a) General Information

1) It is required that aerodrome operators establish procedures for temporary and permanent movement area closures and safety precautionary measures to be taken during routine and major construction work on the airside of an aerodrome.

2) Safety precautionary measures for major construction work in an aerodrome airside are to be incorporated in a work safety plan which must be approved by the Authority before the commencement of such work. A template work safety plan is provided in [MAS] xx.xx and xx.xx. Aerodrome Inspectors should use the template as guidance when reviewing an operator's plan.

3) Where circumstances necessitate the imposition of restriction on the use of a runway that would result in a reduction in the length of the runway, the Aerodrome Operator is required to ensure that runway threshold is displaced using appropriate specification of markings and light if applicable.

4) Where an aerodrome certificate is suspended or withdrawn by the Authority or voluntarily surrendered by the operator, the Authority shall carry out inspection to ensure that appropriate measures have been taken to prevent inadvertent use of the runway, taxiway or aerodrome as the case may be.

b) Checklist

The checklist in 5.2.6.2.c) ~~5.2.6.2.c)~~ ~~5262 c)~~ is to be used by inspectors while inspecting aerodrome works, to review a draft work safety plan submitted by the operator to the Authority for approval and can also be used for inspection after withdrawal or voluntary surrender of an aerodrome certificate.

c) Evaluation

The AI must determine if:

1) Procedures have been established for temporary and permanent movement area closures, for reduction of declared distances or displacement of threshold. Where threshold have been displaced, displaced threshold marking and lighting should be evaluated.

2) Procedures have been established by the aerodrome operator for briefing of contractors for avoiding damage to existing utilities or other underground facilities. When a complex construction project is in progress, the AI shall inquire about the existence of and adherence to the safety plan. Additional information is available in (Insert Advisory Circular on work safety plan).

3) Procedures have been established by the aerodrome operator for avoiding damage to existing utilities, such as the review of appropriate utility plans prior to construction.

4) Each construction area, construction equipment construction roadway, NAVAID area, and unserviceable area, is marked, and lighted if appropriate, in an acceptable manner.

5) Procedures are in place to repair any accidental damage to existing utilities.

5.2.7. Evaluation of Electrical Systems

5.2.7.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating electrical systems.

5.2.7.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) ICAO Doc. 9157 Part 5 (Electrical Systems)

c) Checklist reference(s):

1) Relevant checklist in [MAS], if applicable

2) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4, Section 6

3) AIH Appendix 7B-2: Physical Characteristics, Visual Aid and Aerodrome Facilities ~~Form AGA.ATI.0002~~, Serial No. 2) Aerodrome Facilities

4) AIH Appendix 7C-6: Visual Aids and Aerodrome Electrical Systems

5.2.7.3. Guidance and Procedures

a) General Information

1) It is required that electrical systems provided at aerodromes are of adequate design to facilitate the steady operation of aerodrome lighting system.

2) The capacity of power supply and design of electrical systems at an aerodrome are dependent on the type of operation at the aerodrome and the category of lighting supported.

3) A proposed change by an aerodrome operator from a VFR to IFR or day only to 24-hour operation would require an inspection of the aerodrome electrical system before a determination is made.

b) Checklist

The Checklist listed in ~~5.2.7.2.c)~~ 5.2.7.2.c) ~~5.2.7.2.c)~~ relating to power supply and electrical systems, would normally have to be completed during initial certification and certificate renewal inspections.

c) Evaluation

The AI must determine if:

1) Adequate primary and secondary power supply are available at the aerodrome for the safe functioning of visual and non-visual aids. Check, if steady power supply is assured through availability of automatic switchover system and see, if the switchover requirement for the category of operation, specified in the [MAS] is met.

2) Adequate precautions have been put in place against system failure. Examples of such precautions are: interleaving of circuits supplying the runway lighting system, phasing of the supply to approach lighting system.

3) There is a monitoring and intensity control panel for airfield lighting, where applicable and control is from one point i.e. the control tower supported by a back-up control point in the event of failure of the panel in the control tower.

5.2.8. Evaluation of Aerodrome Operational Services, Equipment and Installations

5.2.8.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating aerodrome operational services equipment and installations including aerodrome rescue and firefighting service, aerodrome emergency planning, apron management service and ~~A~~aerodrome ~~F~~fencing.

5.2.8.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) ICAO Doc. 9137 Part 1 (Rescue and Fire Fighting)

c) ICAO Doc. 9137 Part 7 (Aerodrome Emergency Planning)

d) CAA Advisory Circular No... (Aerodrome Emergency Planning)

e) Checklist reference

1) Relevant checklists in [MAS];

2) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4, Section 3,10 & 14

~~2)~~ 3) ~~AIH Appendix 7A: Aerodrome Manual Checklist, Part 4, Section 14~~AIH Appendix 7B-3: Rescue and Fire-Fighting; ~~FORM AGA.ATI.0003~~

4) AIH Appendix 7C-3: Aerodrome Emergency Plan;

5) AIH Appendix 7C-4: Rescue and Fire-Fighting;

6) AIH Appendix 7C-5: Inspection of the Movement Area by the Aerodrome Operator

7) AIH Appendix 7C-6: Visual Aids and Aerodrome Electrical Systems

8) AIH Appendix 7C-7: Maintenance of the Movement Area

~~3)~~ 9) AIH Appendix 7C-9: Apron Management ~~AIH Appendix 7C-4: Rescue and Fire-Fighting~~

~~4)~~ AIH Appendix 7C-10: Apron Safety Management ~~AIH Appendix 11: Aerodrome Surveillance Checklist, II. ARFF~~

~~5) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4, Section 3~~

~~6)~~ 10) ~~AIH Appendix 7C-3: Aerodrome Emergency Plan~~

11) AIH Appendix 7C-12: Wildlife Hazard Management

~~7) AIH Appendix 11: Aerodrome Surveillance Checklist, III. Aerodrome Operations (iii)~~

~~8) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4, Section 14~~

~~9)~~ 12) AIH Appendix 7C-14: Removal of Disabled Aircraft

~~10) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4, Section 10~~

~~11) AIH Appendix 7C-10: Apron Safety Management~~

~~12) AIH Appendix 11: Aerodrome Surveillance Checklist, III. Aerodrome Operations (vii)~~

~~13) AIH Appendix 7B-3: Rescue And Fire Fighting FORM AGA.ATI.0003, Question no.16 (Fencing)~~

~~14) AIH Appendix 7C-4: Rescue and Fire-Fighting~~

~~15) AIH Appendix 7C-5: Inspection of the Movement Area by the Aerodrome Operator~~

~~16) AIH Appendix 7C-7: Maintenance of the Movement Area~~

~~17) AIH Appendix 7C-12: Wildlife Hazard Management~~

~~18)~~ 13) AIH Appendix 11: Aerodrome Surveillance Checklist, ~~IC: Operational Area, (i)~~

5.2.8.3. Guidance and Procedures

a) General Information

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1) It is required that the level of rescue and firefighting service provided at an aerodrome be adequate to support the designated firefighting category of the aerodrome.

2) During initial certification, the evaluation of rescue and fie fighting service at the aerodrome should be based strictly on the dimensions of the longest aeroplane planned for the aerodrome, that is, the aeroplane overall length and fuselagewidth.

3) A provisional aerodrome emergency plan should be available before commencement of flight operations at the aerodrome. The aerodrome operator should be allowed some time to constitute an emergency committee that would test the emergency plan. The aerodrome emergency plan must be tested not later than nine (9)months.

b) Checklist

The checklist presented listed in 5.2.8.2.e)3) ~~5.2.8.2.e)3)~~ and 5) ~~5)~~ ~~5.2.7.6 h) (ii) (iii)~~ relating to rescue and firefighting, would normally have to be completed during initial certification and certificate renewal inspections. The same applies 5.2.8.2.e)10) ~~5.2.8.2.e)10)~~, 10) ~~10)~~ and 12) ~~12)~~ to ~~5.2.7.6 h) (xv) (vi) (xvi) and (xi)~~ for Apron management service , Apron safety, ~~Apron management service~~ and Disable Aircraft Removal respectively.

Other checklists are available for special purpose inspections and should be further tailored to meet specific needs. ~~C~~c checklist in 5.2.8.2.e)4) ~~5.2.8.2.e)4)~~ ~~5.2.7.6 h) (vii)~~ can be used for evaluating emergency exercises (partial and full scale). ~~C~~c checklist in 5.2.8.2.e)7) ~~5.2.8.2.e)7)~~ ~~5.2.7.6 h) (xviii)~~ can be used to check adequacy or otherwise of the surface movement guidance and control systems at the aerodrome. ~~C~~c checklists in 5.2.8.2.e)12) ~~5.2.8.2.e)12)~~ ~~5.2.7.6 h) (iii) (xvii) and~~ can be used in evaluating an operators disable aircraft removal plan during surveillance inspection while checklist in 5.2.8.2.e)9) ~~5.2.8.2.e)9)~~ ~~5.2.7.6 h) (xiv) (xv)~~ can be used for assessing apron management service.

c) Evaluation

1) Aerodrome Emergency Plan

The AI must determine if:

i) The operator should also be encouraged to include procedures for response to other utility failures in addition to electrical power failure such as fuel spills, hazardous materials, natural gas, water and sewage.

ii) It is written in sufficient detail to give adequate guidance to all concerned parties.

iii) The certificate holder has made adequate provisions for the agencies and personnel addressed in the AEP to participate in the development of the plan. Look for agency listing, or letters addressing meetings/reviews, and coordination.

iv) The plan contains procedures for notifying facilities, agencies, and personnel of the location of an aircraft accident on the aerodrome, the number of persons involved, and any other necessary information as soon as it is available. At the discretion of the AI, conduct a communications test of the emergency plan notification procedures of mutual aid agencies to evaluate the timeliness and telephone numbers listed in the emergency plan and contact the mutual aid agency listed to verify telephone number currency.

~~iv)~~

or other difficult environment provisions, the availability and coordination of specialist rescue services to be include in the AEP. Significant bodies of water or marsh lands are considered adjacent to the aerodrome if they are under the approach/departure flight paths, out to the "final approach fix" on runways with published approaches. If an aerodrome operator cannot obtain cooperation from other jurisdictions concerning water rescue provisions "to the extent practicable", documentation demonstrating that a reasonable provision has been made shall be maintained in the manual. ~~(Water rescue - to be developed.)~~

v) If applicable, aerodrome close to water, the AEP addresses water rescue or other difficult environment provisions, the availability and coordination of specialist rescue services to be include in the AEP. Significant bodies of water or marsh lands are considered adjacent to the aerodrome if they are under the approach/departure flight paths, out to the "final approach fix" on runways with published approaches. If an aerodrome operator cannot obtain cooperation from other jurisdictions concerning water rescue provisions "to the extent practicable", documentation demonstrating that a reasonable provision has been made shall be maintained in the manual. ~~(Water rescue - to be developed.)~~

vi) All aerodrome personnel having duties and responsibilities under the AEP are familiar with their assignments and are properly trained. Randomly questions personnel in the AEP to determine validity of the training

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programme and to ensure that all aerodrome personnel having duties and responsibilities under the plan are familiar with their assignments and are properly trained. Testing, written or oral may be used if determined to be necessary by the AI.

vii) The AEP is reviewed with all participating agencies in the preceding 12 months. An annual review of the AEP may consist of the aerodrome operator conducting a tabletop exercise or a review meeting with a representative of each of the agencies with which the plan was coordinated or after a full-scale or partial emergency has been carried out. Look for letters addressing tabletop exercise, Full-scale and partial exercises AEP review meetings and AEP revisions. During pre-inspection preparation, look for letters concerning annual review in the aerodrome files.

viii) The aerodrome operator has conducted a full scale exercise of its AEP in the preceding 2 years.

ix) During pre-inspection preparation, look for letters concerning full scale exercise of the AEP. Examine any record of critique. The full-scale aerodrome exercise must involve, to the extent practicable, all mutual aid participants, a reasonable amount of equipment specified in the AEP, and include a summary report and/or critique. Aerodromes which have experienced an aircraft accident and exercised a substantial portion of their AEP related to, or as would respond to, an air carrier accident can substitute this accident for the full-scale exercise. If such a substitution is made, the certificate holder should conduct a critique of their performance during the accident response.

x) For the purpose of this requirement, the biennial exercise may be conducted within the calendar month it is due. For example, if the last biennial exercise was held on August 4, 1990, the next biennial exercise is due by August 31, 1992. Unique or special cases may affect the need to vary the schedule slightly, and where supportable justification exists, a reasonable extension may be approved. For example: the biennial is due in April, but the county is planning a much larger exercise for June in which the aerodrome will play an important part and gain the same benefit.

xi) The purpose of this biennial exercise is to test the effectiveness of AEP through a response of the aerodrome and its mutual aid for a disaster at the aerodrome. It should also be used to familiarize emergency mutual aid personnel with the location of staging areas and other aerodrome facilities.

xii) For these reasons the full-scale exercise should be conducted at the aerodrome. However, at the discretion of the AI, the drill may be conducted on property adjoining or adjacent to the aerodrome (such as for a water rescue exercise) if the AEP can still be properly exercised.

xiii) The AI should determine the adequacy of facilities in the Emergency Operations centre and the mobile command post. The communication equipment in these facilities should be tested for adequacy and serviceability. The AI should rely on guidance in the Advisory circular on

Aerodrome Emergency in determining if human factor principle has been taken into account in preparing the Aerodrome Emergency Plan.

xiv) When possible, aerodrome managers should be encouraged to participate in off-aerodrome disaster exercises involving downed aircraft and provide their expertise and resources.

xv) AIs are encouraged to attend the full-scale exercise of the AEP whenever possible.

2) Rescue and Firefighting Service: Determination of Fire Category

The AI must determine if:

i) The aerodrome category shall be determined from the Aerodrome Standards Manual and shall be based on the longest aeroplanes normally using the aerodrome and their fuselage width. To categorize the aeroplanes using the aerodrome, first evaluate their overall length and second, their fuselage width. If, after selecting the category appropriate to the longest aeroplane's overall length, that aeroplane's fuselage width is greater than the maximum width for that category, then the category for that aeroplane shall actually be one category higher. Guidance on categorizing aerodromes for rescue and firefighting purposes and on providing rescue and firefighting equipment and services is given in [MAS] Attachment A, Section 5.3 and in the Aerodrome Services Manual, Part 1. During anticipated periods of reduced activity, the level of protection available shall be no less than that needed for the highest category of aeroplane planned to use the aerodrome during that time irrespective of the number of movements.

ii) The following examples illustrate the method for determination of the aerodrome category.

Example 1

Aircraft	Overall Length	Fuselage wdth	Category
Tupolev Tu-154	47 m	3.45	7
B 707-320	46.61	3.55	7

The longest aeroplanes are categorized by evaluating, from Table 9-1, Annex14 first their over-all length and second, their fuselage width. The aerodrome inthis case would be category 7.

3) Extinguishing Agents.

The AI must determine if:

i) ARFF vehicle discharge capacities and agent capacities meet [MAS] xx.x.x.

ii) The amounts of water for foam production meet the requirement in [MAS] xx.x.x.

iii) The amount of water and foam concentrate separately provided on vehicles for foam productions are adequate.

iv) The quantity of foam in reserve is adequate.

v) The discharge rates of foam solution are adequate.

vi) There is a means of supplementary water supply for expeditious replenishment.

vii) Water tanker(s) or other suitable means is acceptable.

4) Emergency Rescue and Firefighting Vehicles

The AI must determine if:

i) The aerodrome is equipped with ARFF vehicles meeting the aerodrome firefighting category during flight operations. ARFF equipment required to meet the category must be listed in the AM.

ii) Each required ARFF vehicle is equipped with appropriate radio communications, beacon, and is marked in colors to contrast with the background and optimize daytime/nighttimevisibility.

iii) Each required vehicle is operationally capable of performing the required functions. Technically, a required ARFF vehicle is inoperative during preventive maintenance if it cannot meet response requirements. At aerodromes which do not have extra ARFF equipment, maintenance must be scheduled during periods when aircraft operators are not operating. Notification to CAA and airlines would be expected when ARFF equipment required to meet Category requirements breaks down and cannot be immediatelyrepaired.

5) Rescue Equipment.

The AI must determine if Rescue equipment commensurate with the level of fire protection is provided in accordance with [MAS] xx.x.x and ICAO Doc 9137 Part 1 Table5-2.

6) Personnel

The AI must determine if:

i) Sufficient ARFF personnel are available to operate the required ARFF

vehicles taking into account the requirement specified in CAA guidance document.

ii) Training requirement is available incorporating initial and recurrent training, and covering the subject areas enumerated in the ASM has been developed and is being implemented. Training programme shall include initial and recurrent training and training in human performance and team coordination.

iii) Training records are maintained and readily available and the records indicate that all ARFF personnel have participated in live-fire drill and pressure-fed fuel fires. "live-fire drill" has the same meaning as "simulated aircraftfire."

iv) All ARFF personnel are equipped in a manner needed to perform their duties.

v) Such equipment shall include protective coat, protective trousers, protective helmet, gloves and respiratory equipment. This requirement does not apply to ARFF vehicle driver/operators unless they are expected to man handlines or effect rescue operations. The ARFF vehicle driver/operator shall have protective equipment readily accessible.

vi) All personnel assigned to rescue duties have been given first aid and cardiopulmonary resuscitation (CPR) training. At least two full time members per shift of the aerodrome rescue and firefighting service or other on-aerodrome personnel should be trained to an emergency medical treatmentlevel.

7) Response Time.

The AI must determine if:

i) At least one required ARFF vehicle achieves a response time not exceeding 3 minutes to any point of each operational runway. Any other vehicles should arrive no more than one minute after the first responding vehicles. At the option of the AI, a discharge of water may be used in lieu of other agents for a timed response. However, a demonstration of the discharge of the agents not used in the response drill is to be conducted for at least one required response vehicle before the conclusion of the inspection to insure the adequatecapability.

ii) During the certification inspection, the AI should request that a refractometer test be conducted by ARFF personnel on at least one required response vehicle with a foam proportioning system. By observing the preparation for and performance of this test the following will be achieved.

iii) Get an indication of ARFF personnel knowledge of the vehicle and its systems. In some cases, ARFF personnel may have a refractometer but not know how to use it. In those cases be prepared to conduct a refractometer test and provide some basic training. If the ARFF department does not conductperiodic refractometer test advise them to do so. Other refractometer procedures may be used. Be sure to read manufacturer's

instructions.

iv) Gain some indication of the maintenance level for the foam proportioners and, therefore, vehicle systems. If the results of the refractometer test indicate a foam mixture that is to lean or rich, advise the ARFF officer in charge that the system needs to be checked to determine if the proportioning device is adjusted properly.

v) ARFF response drills may be conducted at night or during inclement weather. However discretion shall be used to ensure that safety is not derogated. If there is a question as to whether or not a drill can be conducted safely, it should be postponed until later. When conducting the timed response, the AI should keep in mind that the times given in [MAS] xx.x.x and [MAS] xx.x.x are based on a direct path on dry pavement under good weather conditions. If the drill is conducted at night or in other than dry conditions, the times may be adjusted at the discretion of the AI to allow for the adverse condition.

vi) It shall be at the AIs discretion as to the location from which he/she conducts the response drill on the aerodrome.

vii) The alarm system is acceptable. The timing for the response requirement begins upon activation of the first alarm signal to the RFF unit responsible for ARFF at the aerodrome. This will normally be ATC activating whatever alarm system is used by the aerodrome. The signal may be audible (klaxon, telephone ring, siren, etc.), visual (dormitory illumination, strobe light, etc.), or a combination. The RFF unit is usually the fire house where the vehicles and crews are stationed. It is important that the timing begin with the activation of the first alarm signal and include any message passing, crew assembly, coordination, and other processes which occur as part of the response. If there are problems with meeting the response time it may be that the alarm enters the fire station at the wrong point, and that the system needs to be changed to modify or eliminate time consuming communications, coordination, etc.

8) Emergency Access Roads.

The AI must determine if all designated emergency access roads are maintained for all weather conditions. Emergency access roads are those required to meet ARFF requirements. Roads constructed specifically for use by emergency vehicles must be considered as an emergency access road. Additionally, service roads that are located in the safety area must be considered by the aerodrome operator as an emergency access road and maintained during all weather conditions.

9) Fire Station

The AI must determine if adequate shelter is provided to protect RFF vehicles from the harmful effects of exposure to the sun.

10) Communication and Alerting Systems.

The AI must determine if:

i) A discrete communication system links all the fire stations within the aerodrome, the control tower and rescue and fire fighting vehicles.

ii) An alerting system links all the fire stations within the aerodrome, the control tower and rescue and fire fighting vehicles. The alerting system should be such that it can be operated from the fire station.

~~10) Communication and Alerting Systems.~~

~~The AI must determine if.~~

~~i) A discrete communication system links all the fire stations within the aerodrome, the control tower and rescue and fire fighting vehicles.~~

~~ii)~~i) ~~An alerting system links all the fire stations within the aerodrome, the control tower and rescue and fire fighting vehicles. The alerting system should be such that it can be operated from the fire station.~~

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11) Disabled Aircraft Removal Plan.

The AI must determine if:

i) The aerodrome operator has developed a disabled aircraft removal plan. The plan should be developed in consultation with aircraft owners and operators. The extent of the plan will depend on user aircraft weights and sizes and the density of air traffic at the aerodrome.

ii) The plan provides for permission to disturb the accident site to be obtained from Aircraft Accident and Incident Investigation Board (AAIIB). Where a disabled aircraft has been involved in an accident, notwithstanding this general rule, the aircraft may be moved where necessary to preserve life or to prevent additional hazard to persons or property. A claim for damages could follow an attempts to move a crashed aircraft if it was proven the act of moving worsened the damage. Therefore, the invariable rule is that only aircraft owner, operator or his appointed representatives should control the aircraft removal operation.

iii) The plan includes:

- Nominated person or organization authorized to act on their behalf at the aerodrome owner or operators using the aerodrome to avoid delay.
- Nominated representative of the aerodrome operator to coordinate the aircraft removal operation. All major users of the aerodrome will be informed of the aerodrome management's preparations and capabilities, as well as policies regarding disabled aircraft removal. The officer assigned responsibility to coordinate this plan should be made known to all aircraft owners or operators.
- A list of equipment available on or near the aerodrome on demand.

- A list of additional equipment available from nearby aerodromes on request.
- A list of nominated agents acting on behalf of each aircraft operator at the aerodrome.
- A statement of the aircraft operator arrangements for the use of pooled specialist equipment.
- A list of local contractors (with names and telephone numbers) with suitable removal equipment for hire.

12) Apron Management Service.

The AI must determine if:

i) Responsibility for marshalling service, leader van service, gate and parking allocation, start up, push back and taxi clearances, control of vehicles on the apron, maneuvering areas are clearly and unambiguously assigned.

ii) A written agreement exist between both parties defining method of coordination and points of transfer of responsibilities, where coordination between air traffic service unit and apron management unit is required.

iii) Adequate aircraft stand clearances and apron safety lines have been provided in accordance with manual of standards. Apron safety lines include wing tip clearance lines and service road boundary lines.

13) Fencing.

The AI must determine if:

i) The aerodrome operator has appropriate safeguards against inadvertent entry to the movement area by unauthorized persons or vehicles. These safeguards may consist of a combination of natural barriers, fencing and warning signs which are effective in deterring personnel or vehicles from inadvertently entering the movement area.

ii) The aerodrome operator has provided reasonable protection of persons and property from aircraft blast. This includes persons who are required to use airstairs; and public areas adjacent to air carrier ramps and movement areas.

5.2.9. Evaluation of Operational Services- Wildlife ~~Strike~~ Hazard Management

5.2.9.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating wildlife ~~strike~~ hazard management programmes at aerodromes.

5.2.9.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) ICAO Annex 14 Vol I Chapter 9 or equivalent national reference (Wildlife Strike Hazard Reduction)

c) ICAO Doc. 9137 Part 3 – Wildlife Hazard Management

d) CAA Advisory Circular No ..... Establishment of Wildlife Hazard Management at Aerodromes by Aerodrome Operators

e) Checklist reference

1) AIH Checklist Appendix 7B-4: Wildlife Hazard Management; ~~Form AGA.ATI-0004~~

2) AIH Appendix 7C-12: Wildlife Hazard Management; and

3) AIH Appendix 11: Aerodrome Surveillance Checklist, ~~III. Aerodrome Operations, (viii)~~

5.2.9.3. Guidance and Procedures

a) General Information

It is required that aerodromes exposed to wildlife hazard analyse the level of risk posed by the existing hazards to enable a determination of the need for a wildlife hazard management plan. It is not anticipated that such a determination can always be reached before the commencement of initial operations at the aerodrome. Data collection on bird activity in the vicinity of the aerodrome and subsequent analysis may take some time after aerodrome operations begin before a meaningful conclusions can be drawn concerning wildlife management programme to be implemented, where applicable. However it is anticipated that a procedure for monitoring bird activity and of recording and reporting bird strike be established and incorporated in the Aerodrome Manual before approval of the Manual is given by the Authority.

b) Checklist

Checklist listed in 5.2.9.2.e)1) ~~5.2.9.2.e)1)~~ and 2) ~~2)~~ ~~5.2.8.2.f)~~ relating to wildlife hazard management, would normally have to be completed during initial certification and certificate renewal inspections and surveillance. AIH checklist in Appendix 11: Aerodrome Surveillance Checklist ~~III Aerodrome Operations, viii~~ can be used for other special purpose inspection relating to wildlife hazard management.

c) Evaluation

The AI must determine that:

1) the aerodrome operator has adequate procedures to take immediate measures to alleviate wildlife hazards whenever they are detected. During the movement area inspection, the AI should be on the lookout for wildlife of a size or in numbers capable of triggering the conduct of an ecological study. If the AI feels that wildlife activity on or in the vicinity of the aerodrome constitutes a wildlife hazard, the conduct of an ecological study must be addressed in the corrective plan of action. The ATC shall also be consulted concerning wildlife hazards.

2) if records of reported strike are maintained and transmitted to CAA for onward transmission to ICAO.

3) procedures are established by the aerodrome operator for the conduct of a wild life risk assessment

4) if a Wildlife Hazard Management Plan is in effect, the AI must review the following:

i) Its effectiveness in dealing with the wildlife hazard.

ii) Indications that the existence of the wildlife hazard, described in the ecological survey, should be reevaluated.

iii) Personnel with responsibilities in the Wildlife Hazard Management Plan are adequately trained.

iv) Procedures outlined in the Plan, such as inspections prior to air carrier operations, are carried out.

v) Status of habitat modification projects or changes in land us identified in the Plan.

5.2.10. Evaluation of Operational Services –Ground Servicing of AAircraft

5.2.10.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating aircraft ground servicing operations.

5.2.10.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) Checklist reference/s

1) Relevant checklists in [MAS], if applicable;

2) AIH Appendix 7A: Aerodrome Manual Checklist, Part 4, Section 10;

3) AIH Appendix 7C-10: Apron Safety Management;

4) AIH Appendix 11: Aerodrome Surveillance Checklist, III. Aerodrome Operations (ix) (Refueling and Defueling)

5.2.10.3. Guidance and Procedures

a) General Information

1) It is required that aerodrome operators have qualified personnel who are familiar with safety precautionary measures which should be in place during the fueling and defueling of aircraft by fueling companies.

2) The scope of inspection by aerodrome inspectors should cover both the facilities of the fueling companies at the operational base and an the actual aircraft fueling on the apron.

b) Checklist

The checklist in 5.2.10.2.b)5.2.10.2.b)5292e) are to be used during initial certification and certificate renewal inspections. Likewise, 5.2.10.2.b)3)5.2.10.2.b)3)5292e)iii) checklist relating to aircraft fueling and defueling can be used for special purpose inspection relating to handling and storage of aviation fuel.

1) Evaluation

The AI must determine that:

i) Fire extinguishing equipment are positioned sufficient close to areas designated for ground servicing of aircraft.

ii) Extinguishing agents bear serviceability tags and the dates on tags.

iii) An efficient means is available for quickly summoning rescue and firefighting service in the event of a fire or major fuel spill. Apron management unit and ARFF service are connected on a designated frequency. Where apron management unit is not available, check if airline or ground staff or aerodrome personnel who have responsibilities on the apron are familiar with the frequency on which to reach RFF service.

5.2.11. Evaluation of Operational Services- Ground Vehicle Operations

5.2.11.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when inspecting and evaluating ground vehicle operations

5.2.11.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) Checklist reference/s:

1) AIH Appendix 7C-11: Airside Vehicle Control;

2) AIH Appendix 11: Aerodrome Surveillance Checklist, ~~IC. Operational Areas, (ii), III Aerodrome Operations, (xiv)~~

5.2.11.3. Guidance and Procedures

a) General Information

Each employee, tenant, or contractor, who operates a ground vehicle on any portion of the airside of an aerodrome is required to be familiar with and complies with the aerodrome's airside driving rules and procedures. In order to comply with this section, the aerodrome operator shall develop an appropriate driver's training programme for aerodrome personnel, tenants, contractors and others who operate on, or have access to movement areas. The programme shall be consistent with the guidance provided by the Authority on Aerodrome Vehicle Operations and shall be approved by the Authority before being put to use.

b) Checklist

The checklist listed in 5.2.11.2.b)1) ~~5.2.11.2.b)1) 5.2102 d,(i)~~ relating to airside vehicle control, would normally have to be completed during initial certification and certificate renewal inspections. The checklist in 5.2.11.2.b)2) ~~5.2.11.2.b)2) 5.2102 d,(ii)~~ can be used for surveillance and other special purpose inspection relating to ground vehicle operations. The checklist may be further tailored to meet specific needs.

c) Evaluation

The AI must determine that:

1) Roads located on the movement areas and safety areas are restricted to only those vehicles necessary for aerodrome operations. During the course of the inspection, be on the lookout for unnecessary operations of vehicles on or adjacent to movement areas.

2) Vehicles authorized in the movement area include ARFF vehicles, ambulances, mowers, aerodrome operations and maintenance vehicles, fuel trucks catering vehicles, toilet service vehicles etc.

3) Procedures for these vehicles to cross the runway or taxiway such as two-way communications with the Control Tower or escort have been established for continued operations. Vehicles must be radio equipped or escorted. These procedures need to be clearly addressed in the Aerodrome Manual.

4) For aerodromes with Control Tower in operation, each vehicle operating on the movement areas is controlled by two-way radio, escort vehicle with two-way radio.

5) For aerodromes without Control Tower in operation, adequate procedures are established to control ground vehicles through prearranged signals or other procedures.

6) Look for distribution of aerodrome procedures/training curriculum or permit process to control applicable tenants. At aerodromes with a SMGCS Plan, requirements should also be included in the driver training as applicable.

5.2.12. Evaluation of Aerodrome Maintenance

5.2.12.1. Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when inspecting and evaluating aerodrome maintenance programmes and their levels of implementation at aerodromes.

5.2.12.2. Reference

a) Relevant provisions in [CAR], [MAS]

b) Advisory Circular No xxx (Movement Area Maintenance)

c) ICAO Doc. 9137 Part 2 (Pavement Surface Condition)

d) ICAO Doc. 9137 Part 9 (Pavement Maintenance Practices)

e) Checklist reference/s:

1) AIH Appendix 7C-5: Inspection of the Movement Area by the Aerodrome Operator

2) AIH Appendix 7C-6: Visual Aids and Electrical Systems

3) AIH Appendix 7C-7: Maintenance of the Movement Area

~~4) AIH Appendix 11: Aerodrome Surveillance Checklist, IA. Physical Characteristics, (iii)~~

~~5)~~ 4) ~~AIH Appendix 11. Aerodrome Surveillance Checklist, IB. Apron (i)~~

5.2.12.3. Guidance and Procedures

a) General Information

1) It is required that the frictional characteristic of runway pavements be periodically determined by the aerodrome operator using a continuous friction measuring device with self-wetting features for the purpose of the monitoring pavement friction characteristics and taking prompt preventive maintenance action.

2) The regulation obligates operators to include in their operations manual, maintenance programmes for paved and unpaved movement areas, runway strips and aerodrome drainage.

3) Although the subject of maintenance in the [MAS] xx.xx is presently limited to safety critical areas such as pavement and visual aids, the Aerodrome Inspectors should, for the purpose of promoting efficiency and regularity of aeronautical operations encourage operators to include maintenance programmes for other aspects, namely terminal facilities including passenger loading bridges, elevators, travelators, lifts, conveyor belts, chillers, Flight information displays, etc. Guidance for the development of maintenance programmes for these areas is contained in ICAO Doc 9137 Part 9 on Aerodrome Maintenance Practices.

b) Checklist

The checklist presented in 5.2.12.2.e) ~~5.2.12.2.e) 52106 g~~ relating to Maintenance, would normally have to be completed during initial certification and certificate renewal inspections. The ~~checklist in~~ AIH Appendix 11. Aerodrome Surveillance Checklist ~~5.2.10.6 g. (iv, v)~~ is to be used during surveillance inspections and other special purpose inspections relating to Airport Pavement Friction Assessment.

c) Evaluation

The AI must determine that:

1) Preventive maintenance procedures have been established for pavements, visuals aids power supply drainage and buildings and specialized vehicles such as rescue and fire fighting vehicles. Check procedures for calibration of VASIS. These procedures should also be addressed in the AM.

2) Maintenance procedures are being implemented. Check maintenance records for airfield lighting, power supply and RFF vehicle and compare with sample maintenance schedules.

3) Debris, rubber deposit removal and friction measurement programmes have been developed. See when the last friction measurement was conducted and

review result against minimum requirement. If the friction measuring equipment is owned and operated by aerodrome operator's personnel, check if personnel have been trained on the use of the equipment and if the equipment is calibrated as required before use.

4) The pavements are free of debris and surface irregularities (cracks depressions or other distress features). The AI should use his judgement to determine when a pavement distress is significant to constitute a finding.

5) Marking and lighting systems on the aerodrome are well maintained. Maintenance action shall includes: cleaning, replacing, or repairing any faded, missing, or nonfunctional item of marking or lighting; keeping each item clearly visible; and ensuring that each item provides an accurate reference (this includes alignment of fixtures) to the user. If the aerodrome operator owns a standby generator for movement area lighting, inquire about testing procedures. The AI should considera test operation of the generator if periodic testing procedures do not appear to be adequate.

6) There are adequate spares for replacement of any electrical fixture that may become defective.

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CHAPTER - 6 Aerodrome safety review

6.1. General

In this Handbook, an aerodrome safety review refers to actions undertaken by an [DASS] Aerodrome Inspector regarding an evaluation of the impacts of specified changes at an airport on the continuing safety of existing operations.

An aerodrome safety review may be undertaken by an individual, team or group depending on the scope of impact and the specialist aviation knowledge required for an evaluation. The Chief, [DASS] will specify formal working and leadership arrangements for team or group activities.

6.2. Safety Review requirement

When a proposal is made which will involve a significant change to aerodrome physical characteristics, facilities or equipment, CAA shall initiate an aerodrome safety review.

The scope of an aerodrome safety review will generally be restricted to events associated with planned changes. Events associated with unplanned changes or emergency situations will be dealt with by use of appropriate alternative procedures to ensure safety is properly considered and to determine if continuing operations may be permitted.

6.3. References

The [CAR] refers to matters that need to be considered in regard to aerodrome safety reviews. These references include but are not limited to:

a) Matters to be notified regarding certified and registered aerodromes:

x.x.xxx Notice of changes in physical condition of aerodrome

x.x.xxx Notice of changes in information published in AIP

x.x.xxx Physical characteristics of movement area

x.x.xxx Notice of changes in physical condition of aerodrome (Registered)

x.x.xxx Notice of changes in information published in AIP

b) CAA empowered to issue direction to aerodrome operator:

x.x.xxx Amendments of Aerodrome Manual

x.x.xxx Aerodrome Manual procedures

c) Aerodrome operator to notify CAA:

x.x.xxx Notice of changes in physical condition of aerodrome

d) Aerodrome operator to comply with standards:

x.x.xxx Physical characteristics of movement area

x.x.xxx Applicable standards for registered aerodromes

6.4. Safety review action plan

6.4.1. Aerodrome safety reviews may only be conducted, or supervised, by certified CAA personnel. Such CAA personnel shall be deemed to be certified if they have successfully completed an ICAO safety management system course, or a CAA equivalent training course.

6.4.2. Other CAA aviation specialist staff or external experts may be consulted for comment and advice during an aerodrome safety review to any extent necessary in the opinion of the Chief, [DASS].

6.4.3. Aerodrome safety reviews shall be conducted in accordance with the methodology for an aeronautical study as provided for in the CAA Manual of Regulatory Procedures, Chapter 9.

6.4.4. The Division Chief, [DASS] is responsible for scheduling aerodrome safety reviews, and for the nomination of an appropriate Aerodrome Inspector and/or review group. When a group activity is considered necessary, the Chief, [DASS], will nominate the group leader.

6.4.5. The nominated Aerodrome Inspector or Group Leader of the Review Team is responsible for conducting the review and providing a report that includes all appropriate recommendations to ensure satisfactory on-going operational safety.

6.4.6. The conduct of an aerodrome safety review should be timed so that outputs can be communicated effectively to all stakeholders prior to any changes coming into effect.

6.4.7. The outputs of an aerodrome safety review should include, but not limited to:

a) A statement summarizing the proposal under consideration;

b) The changes that will be generated as a result of the proposal;

c) Alternatives to the proposal that were considered, and reasons for selection of the proposal over the alternatives;

d) Whether or not a site visit was made;

e) Any non-conformity with mandatory standards;

f) Listing of hazards identified;

g) Listing of risks associated with non-compliances or hazards;

h) Safety analysis of each risk together with its ranking in priority order from highest to lowest;

i) Summary analysis of the proposal; and

j) Recommendations on the proposal.

6.4.8. The Aerodrome Inspector or Team Leader responsibilities include:

a) Record activities undertaken during the review;

b) Formulate conclusions;

c) Recommend resulting action requirements; and

d) Draft reports on safety review conducted.

6.4.9. The Chief, Aerodrome Registration Certification Inspectorate Division [ARCID] responsibilities include:

a) Review the draft safety review report;
b) Make recommendations to Chief, [DASS]; and
c) Direct the Aerodrome Inspector/Team Leader if additional activity is required.

6.4.10. The Chief, [DASS], is responsible to:

a) If in agreement with the recommendations, refer them to the Director General for formal approval before initiating action as necessary; and
b) If not in agreement, refer the issues back to the Aerodrome Inspector/Team Leader with instruction for additional activity.

6.5. Aerodrome Safety Review work flow process

6.5.1. The process of work undertaken in an aerodrome safety review will broadly follow that which is used in an aeronautical study, and is described in Fig 6-1 below.

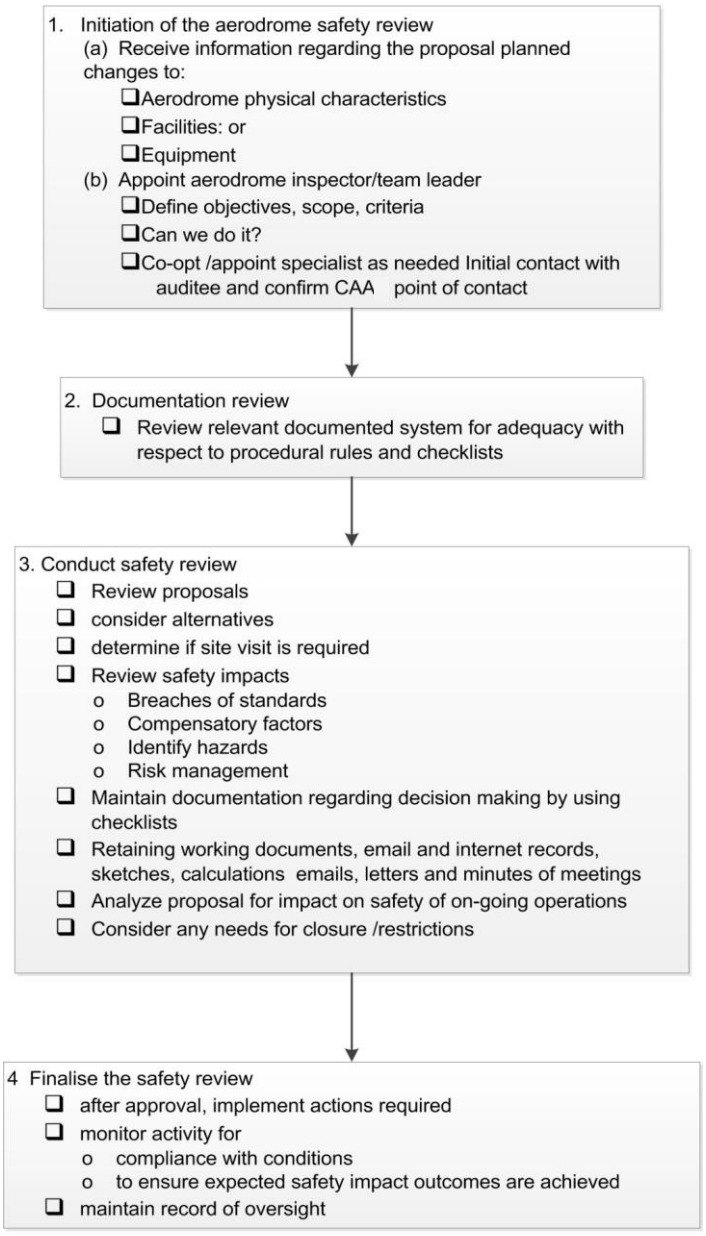

Fig 6-1 Aerodrome Safety Review

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CHAPTER - 7 Regulatory enforcement

[Please refer to Generic Aerodrome Certification Procedure Manual]

CHAPTER - 8 COMPETENCE OF PERSONNEL AT CERTIFIED AERODROMES

Note: Please refer to section 8.6 for a relevant reference material.

8.1. General

8.1.1. This chapter is details on the existing regulatory requirements regarding the appointment of specific aerodrome safety, maintenance, operational and management personnel. It also establishes a framework to obtain formal CAA acceptance of the person prior to the individual taking up responsibilities and accountabilities of the position.

8.1.2. Pursuant to [CAR] x.x.xxx, an operator shall ensure that there are an adequate number of qualified and skilled personnel to perform activities for aerodrome operation and maintenance.

8.1.3. It is emphasized that such qualifications and number of personnel are established: firstly, prior to certification of an aerodrome; and secondly, during any change to Aerodrome Post Holders at an aerodrome which is already certified.

8.2. KEY POST HOLDERS AT A CERTIFIED AERODROME

8.2.1. General

8.2.2. An aerodrome will have a number of key management personnel. The following are positions which shall be referred to as Aerodrome Post Holders in relation to Aerodrome Certification are as follows:

a) Accountable Manager (or Airport Director)

b) Head of Aerodrome Safety and Compliance (responsible for safety management and compliance with the regulatory requirements);

c) Head of Aerodrome Operations;

d) Head of Aerodrome Maintenance;

e) Head of Aerodrome Emergency Services (Chief Fire Officer)

8.3. PERSONNEL REQUIREMENTS AT A CERTIFIED AERODROME

8.3.1. An Aerodrome Operator under the certification process and prior to the grant of an Aerodrome Certificate and on an on-going basis shall engage, employ or contract: Aerodrome Post Holders to include the following:

a) **Airport Manager/ General Manager/Airport Director (Accountable Manager)** - a senior person who has the authority within the Aerodrome Operator's organization to ensure that all activities undertaken by the organization can be financed and carried out in accordance with the requirements prescribed by the Regulations;

b) **Head of Aerodrome Safety and Compliance** - a person who shall be the responsible individual and focal point person for the development and maintenance of an effective safety management system and compliance with the regulations;

c) **Head of Aerodrome Operations** – a senior person who is responsible for ensuring that the aerodrome and its operation comply with the requirements of these Regulations. Such nominated person or persons shall be ultimately responsible to the Accountable Manager;

d) **Head of Aerodrome Maintenance** – a senior person who is responsible for ensuring that the aerodrome's maintenance programmes for safety critical infrastructure comply with the requirements of these Regulations. Among the maintenance responsibilities include the pavements, visual aids and electrical systems;

e) **Head of Aerodrome Emergency Services** (**CFO**) – a senior person who is responsible for ensuring that the aerodrome's emergency services comply with the requirements of the Regulations. Such nominated person or persons shall be ultimately responsible to the Accountable Manager; and sufficient and appropriately qualified personnel to manage, operate and maintain the aerodrome and its services and facilities, taking into account the structure of the organization and the number of personnel employed, in accordance with the requirements of these Regulations.

8.3.2. The Aerodrome Operator should inform the Authority prior to any changes of Aerodrome Post Holders.

8.3.3. The Aerodrome Operator shall update its Aerodrome Manual including the organizational structure with respect to the accepted Aerodrome Post Holders.

8.3.4. Where the Authority has prescribed a competency certification requirement or medical standards for operations or maintenance personnel, the Aerodrome Operator shall employ only those persons possessing such certificates or meeting such medical and fitness requirements.

8.3.5. The Aerodrome Operator shall implement a programme to maintain the competency of the safety critical personnel including training.

8.4. CRITERIA FOR ASSESSMENT OF AERODROME OPERATION POST HOLDERS

8.4.1. During the assessment process which under normal circumstances will be conducted during an on-site verification of aerodrome manual. CAA will inquire the post holders capabilities in areas that includes:

a) understanding and knowledge the roles and responsibilities of the operator and regulatory authority, the regulatory framework and specifically Safety Management System requirements;

b) information from the nominated person concerning his knowledge on work area;

c) enforcement methodology of the CAA;

d) the roles and responsibilities of the Aerodrome Post Holder;

e) competence requirement of the nominated person in relation to present personal status and experience presented in their curriculum vitae or equivalent documentation;

f) discussion concerning depth of knowledge and understanding of the applicable legislation and regulations;

g) understanding of aviation in general and for the specific nominated post, how operators/activities at the aerodrome;

8.4.2. Details of criteria for assessment of aerodrome operation post holders at a certified aerodrome are provided as Appendix 7D.

8.5. OBLIGATIONS OF AERODROME OPERATOR ON COMPETENCE OF OPERATIONAL PERSONNEL

8.5.1. An aerodrome operator is required to ensure that all technical and operational personnel are competent and skilled in their areas of jurisdiction.

8.5.2. It is also imperative that the aerodrome operator provides continuous and relevant training to acquaint all personnel with the current operational practices and remain competent on their responsibilities in line with the regulatory requirements

8.6. REFERENCE (Not to be included in States' own inspector handbook)

8.6.1. The Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency Requirement Framework has been developed to assist States in the area. The regional guidance can be downloaded at ICAO APAC Website under "eDocuments" followed by "AGA". Link: https://www.icao.int/APAC/Pages/eDocs.aspx.

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APPENDICES

APPENDIX 1: Definitions

For the purposes of this Handbook, the following terms and words have the following meanings;

Aerodrome. A defined area on land, including any building, installations and equipment, intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.

Aerodrome Beacon. Aeronautical beacon used to indicate the location of an aerodrome from the air.

Aerodrome Certificate. The certificate to operate an aerodrome issued by the CAA under the provisions of [CAR] for the operation of an aerodrome.

Aerodrome Elevation. The elevation of the highest point of the landing area.

Aerodrome Facilities and Equipment. Facilities and equipment, inside or around the boundaries of an aerodrome, that are constructed or installed and maintained for the arrival, departure, and surface movement of aircraft.

Aerodrome Manual. The manual that forms part of the application for an aerodrome certificate pursuant to [CAR], as amended from time to time.

Aerodrome Operator. The holder of an aerodrome certificate issued under the Civil Aviation Regulations governing Aerodromes.

Aerodrome or Airport Tenant. Any enterprise that is resident at an aerodrome and offers services and products at that aerodrome.

Aerodrome Reference Point. The designated geographical location of an aerodrome.

Aeronautical Study. A study of an aeronautical problem to identify possible solutions and select a solution that is acceptable without degrading safety.

Apron. A defined area on an aerodrome intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

Apron Management Service. A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

Aircraft. Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

Aircraft Operator. A national or foreign aircraft operator.

Aircraft stand. A designated area on an apron intended to be used for parking an aircraft.

Airside. The movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

Apron passenger vehicle. Any vehicle used to convey passengers between aircraft and terminal buildings.

Audit. A systematic, independent and documented process for obtaining compliance status of the facility with mandatory regulatory requirements including aerodrome standards.

Auditor. A person with competence to conduct audits at national level.

Audit criteria. Legislation and CAA approved standards, policies, procedures or requirements.

Audit evidence. Records, statements of fact or other information, which are relevant to the audit criteria and are verifiable.

Audit Finding. Results of the collected audit evidence as compared against audit criteria.

Audit Programme. A set of one or more audits planned for a specific time frame and directed towards a specific purpose

Note: An audit programme includes all activities necessary for planning, organizing and conducting audits.

Audit Plan. A description of the activities and arrangements for an audit.

Certified Aerodrome. An aerodrome whose operator has been granted an aerodrome certificate by the Authority.

Director General means the Director General of the Civil Aviation Authority of the [STATE] (CAA).

Deficiency. A failure to comply with mandatory requirements.

Frangible Object. An object of low mass designed to break, distort or yield on impact so as to present the minimum hazard to aircraft.

General Aviation. An aircraft operation other than a commercial air transport operation.

Human Factors Principles. Principles which apply to design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

Human performance means human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations.

Heliport. An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure, and surface movement of helicopters.

International Airport. An airport designated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

Lighting System Reliability. The probability that the complete lighting installation operates within the specified tolerances and that the system is operationally usable.

Movement Area. That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft consisting of the maneuvering area and the apron(s).

Maneuvering Area. That part of an aerodrome to be used for the take-off, landing, and taxing of aircraft, excluding aprons.

Marker. An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

Marking. A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

Obstacle. All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extended above a defined surface intended to protect aircraft in flight.

Obstacle Free Zone (OFZ). The airspace above the inner approach surface, inner transitional surfaces and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes.

Obstacle Limitation Surfaces (OLS). A series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacle in order to permit the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.

Record. Any writing, drawing, map, tape, film, photograph or other means by which information is preserved.

Runway. A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway Strip. A defined area including the runway and stopway intended:

a) to reduce the risk of damage to aircraft running off a runway. and

b) to protect aircraft flying over it during take-off or landing operations.

Runway Visual Range (RVR). The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line.

Shoulder. An area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.

Safety Management System (SMS). A system for the management of safety at aerodromes including the organization structure, responsibilities, procedures, processes and provisions for the

implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of the aerodrome. SMS is a systematic, explicit and comprehensive process for managing safety risks.

Runway End Safety Area (**RESA**). An area symmetrical about the extended centerline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning a runway.

Taxiway strip. An area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

Unserviceable Area. A part of the movement area that is unfit and unavailable for use by aircraft.

Work Area. A part of an aerodrome in which maintenance or construction works are in progress.

Wildlife hazard. A potential for a damaging aircraft collision with birds or animals on or near an aerodrome.

APPENDIX 2: Amendment of this Manual

1. This manual is issued as a controlled document. Each page is uniquely identifiable and amendments will be made from time to time to reflect necessary changes. All copies of the handbook are numbered and issued in accordance with the distribution list. All copy holders are responsible for the safe custody and maintenance of their numbered copy of the handbook.
2. The Chief, [DASS] (See Organizational structure diagram in Chapter 2.1.1) is responsible for the development, issue and control of amendments to this handbook. Individual handbook copy holders indicated on the distribution list are responsible for insertion of all amendments.
3. Within thirty days of the issue of an amendment, confirmation will be provided to the Chief, [DASS] that the required amendment action has been accomplished by the return of the amendment control page, signed and dated by the individual amending an issued Inspector Handbook.
   a) Each handbook issued must show the amendment number and the date, as described in the list of effective pages.
   b) All amendments will be shown in the Record of Amendment.
4. Minor changes (e.g. telephone number, typographical errors) can be accommodated by 'pen and ink' if so indicated in any amendment documentation issued by Chief, [DASS] prior approval. All such changes will be incorporated accordingly. Distribution of the changes will be the same as described above and a record of these changes will be shown in the Record of Amendments. However, minor changes will generally be collated over a period of three to six months and actioned by a formal amendment.

APPENDIX 3: Auditor Feedback Form

1. General Conduct of the Audit

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Did the team experience difficulties working together? If so what aspects could be improved? Were there any individual auditors who did not function as part of the team? If so, who were they?	[ ] Yes [ ] No	
2. Did the audit team leader function effectively as a team leader? Were the functions of the team adequately and fairly distributed?	[ ] Yes [ ] No	
3. Was all the documentation used by the team the current version? Were there adequate copies of all documents, manuals and guidance material made	[ ] Yes [ ] No	
4. Were there any major impediments to the successful conclusion of the audit? If 'yes', were they resolved or not? If answer to Q4 is yes, describe how impediments were resolved.	[ ] Yes [ ] No	

2. Preparation for the Audit

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Did you experience any difficulties with travel arrangements, such as air tickets, hotels, allowances etc.?	[ ] Yes [ ] No	
2. Were all the documents required from the audited organization supplied on time prior to the audit? If no, was there a reason for this?	[ ] Yes [ ] No	
3. Were the pre-audit questionnaire fully completed and submitted in sufficient time before the audit? Did the answers help, or were they of limited use? How best can this be improved?	[ ] Yes [ ] No	
4. Were there any scheduling problems with the audited organization, or failures in communication with the audited organization?	[ ] Yes [ ] No	
5. Did you have sufficient time to review all the documentation prior to the actual audit?	[ ] Yes [ ] No	
6. Was the audit timetable realistic and achievable?	[ ] Yes [ ] No	

3. Conduct of the Audit

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Was the entry briefing of value? Did it sufficiently deliver the scope and objectives of the audit to the audited organization? If not, why?	[ ] Yes [ ] No	
2. Did you experience any difficulties in communicating with representatives of the audited organization, and if so, why?	[ ] Yes [ ] No	
3. Did you experience any lack of cooperation or reluctance on the part of the audited organization during the audit?	[ ] Yes [ ] No	
4. Were there any incidents during the audit that require management attention? If so please describe.	[ ] Yes [ ] No	
5. Was the guidance material provided current and adequate?	[ ] Yes [ ] No	
6. Were the checklists current and adequate?	[ ] Yes [ ] No	
7. Did the exit briefing cover all the findings of the team?	[ ] Yes [ ] No	
8. Did the audited organization respond positively or negatively to the findings in the briefing?	[ ] Yes [ ] No	

4. Reporting and Other Issues

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Did you experience any difficulties with the preparation of the audit report? If so, what aspects need improving?	[ ] Yes [ ] No	
2. Were there any other issues that need to be brought to the attention of senior Management? Describe them.	[ ] Yes [ ] No	
3. Are there any areas of the audit process that require revision or could be done better? If so, please describe.	[ ] Yes [ ] No	
4. Are there any areas in the Civil Aviation Regulations Part 12 (aerodromes) or any other supplied guidance material that warrants revision or amendment?	[ ] Yes [ ] No	

APPENDIX 4: Audit Notification Letter to Aerodrome Operator

Address information

Dear Sir,

Civil Aviation Authority of the [STATE] (CAA) Aerodrome Audit

As part of the CAA safety oversight of aerodrome safety, an audit of your organization is required and has been scheduled during the week commencing mm/dd/yyyy.

The demonstrated performance of organizations (personnel, equipment, information, facilities, etc.) as observed during these audits is the prime means used by the CAA when establishing the approval of, and continuing compliance for, certificated and registered aerodromes, as well as providing an indicator for the frequency and scope of future surveillance programmes.

Audit Reference Number

All enquiries relating to this audit should refer to Aerodrome Audit Reference Number nnn.

Objective

The objective of the audit is to assess your organization's aerodrome safety compliance in respect to aviation legislation and safety standards specified by the CAA.

Documents, records, equipment and facilities

Documents and records will be sampled, and a physical inspection of the relevant procedures, equipment or facilities is likely to be carried out. To facilitate this process would you please have available any of the following that may be relevant to the audit:

- Local training records;
- Personnel competency records for individual aerodrome Officers;
- Recurrent testing procedures and records;
- Operations Manuals and/or Standard Operating Procedures (SOPs);
- Records of meetings and decisions taken regarding safety matters; and
- Management must be available for interview.

Access to key staff associated with aerodrome operations and management will also be required.

Personnel

At the commencement of the audit the Senior Executive of the aerodrome should be present and available. The person responsible within your organization for quality assurance is welcome to attend.

The requirements for their ongoing presence throughout the audit will be discussed at that time. If for any reason a senior person is unavailable to attend this audit then please contact the Audit Leader.

Confirmation of date and time

The audit leader for this audit will be Mr Nnn NNnnnn and he will contact you directly to confirm the audit dates. Any audit enquiries should be addressed directly to him.

Yours faithfully

Name
Chief, ,
[DASS]
Date:_____

APPENDIX 5: Aerodrome Pre-Audit Questionnaire

AERODROME PRE-AUDIT QUESTIONAIRE AIRPORT OPERATOR:

Name of Airport:_____

Name of Airport Manager _____ Contact #_____

Name of Head of Operations _____ Contact #_____

Part 1 - Airport

S/N	QUESTION	ANSWERS BY AIRPORT OPERATOR
1.1	Does the airport have an approved aerodrome manual?	
1.2	Who is responsible within the airport management for the maintenance of this manual?	
1.3	Who is responsible for coordinating the implementation of the contents of the manual at the airport?	
1.4	Has the airport established procedures for the amendment of this manual, and if so, where are these measures described.	
1.5	When was the manual last amended?	
1.6	List ground handling agencies, and their functions, at the airport. e.g. airlines, ground service providers and fuel organizations	
1.7	Is there any document on Airport Emergency Procedures?	
1.8	Who are the officers responsible for its implementation?	
1.9	Is there any Aerodrome plan?	
2.0	Is there any Aerodrome development programme in place?	
2.1	Any Safety Management Systems in place?	
2.2	Who monitors implementation?	
2.3	Any Quality Management System in place?	
2.4	How effective is the system?	
2.5	Does the airport have a copy of the Manual of Standards for Aerodromes?	
2.6	Is it being implemented?	
2.7	Have you received the Audit checklist and other relevant documentation manual?	

APPENDIX 6: Suggested agenda items for an Opening Meeting

a) Welcome
b) Introduction of the auditors and interviewees from the audited sectors
c) Presentation of the audit team members (if not already done)
d) Presentation of the audit approach
e) Presentation of the audit context
f) If appropriate, mention the previous audit
g) Review of objectives and the field of application of the audit
h) Brief presentation of the audit methodology while insisting on its standardized nature
i) Presentation of the audit sequence: discussions, visits (ask if it is possible to take photos), consulting of documents
j) Auditor's code of ethics: non-argumentative, non-intrusive, non-accusatory, confidentiality assured
k) Presentation of the advantages of the audit (progress and improvements in the aerodrome programme)
l) Presentation of the audit plan with possible last-minute changes
m) Confirmation of the date and time of all discussions and of the final meeting
n) Clarification of any unclear aspects of the audit plan
o) Resolution of material aspects: Confirmation of the availability of the necessary equipment and installations
p) Clarification of any unclear aspect of the aerodrome certificate holders aerodrome programmes or pre-audit questionnaire
q) Answer the questions of the representatives from the different services responsible for aerodrome operations.
r) Record of attendees
s) Audit termination
t) Conclusion

APPENDIX 7: Aerodrome Audit Checklists

A system safety audit is the usual means for a regulatory organization to assess initial and on-going compliance of a service provider with the minimum mandatory obligations that are associated with activity in the aviation industry. These checklists pertain to aerodrome operations, and encompass the full gamut of activity required by CAA for initial audit of a complex airport to determine if a certificate can be issued. The checklists may need to be reviewed at subsequent surveillance audits or inspections depending on the scope and depth of regulatory oversight activity that is planned to occur.

It is important to consider [at least] the following when verifying a process:

a) The adequacy of the available Infrastructure and how it supports the process.

b) How does the auditee monitor the performance of the process and determine the need for, and implement, any improvements?

c) Has the organization assigned a responsible and competent person to ensure the process remains adequate and the documentation is current?

d) Is there a competent person who has the appropriate authority to change the process?

e) Are the people involved adequately trained?

When identifying a non-compliance with the regulations standards and mandatory obligations, look beyond the immediate occurrence and ask:

a) Why?

b) Who?

c) When?

d) What led to this? What's the history?

e) What are the broader factors involved, and how do they inter-relate in the chain of events leading to the conditions that allowed the non-compliance to exist?

For a certification audit the required elements are to be tested for conformity with mandatory obligation imposed by [CAR] and the safety specifications of the [STATE] (and ICAO Annex 14 Volume 1, if appropriate).

Within the checklists, status of individual items may be 'Yes', 'No', 'Not Applicable', (NA), for remarks: the entry may be 'Satisfactory' (S), 'Not Satisfactory' (NS), and/or description of observations.

Appendix 7A: Aerodrome Manual Checklist

This checklist is a tool for inspectors in evaluating the initial submission of an aerodrome manual by the aerodrome operators. This checklist is in accordance with the ICAO format for aerodrome manual detailed in ICAO Document 9774-Manual on Aerodrome Certification as referenced in the [ANNEX 14][(MAS]) and ICAO Doc. 9981 (PANS-Aerodromes).

The checklist is organized as follows:

PART 1 GENERAL INFORMATION
PART 2 AERODROME SITE INFORMATION
PART 3 ~~———~~PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)~~AIS INFORMATION~~
PART 4 AERODROME OPERATING PROCEDURES
PART 5 AERODROME ADMINISTRATION

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PARTICULARS	NO.	DETAILS	STATUS	REMARKS
FIRST PAGE:				
Signature	**1.**	The aerodrome manual must be signed by the most senior officer who is responsible and directly accountable for general management of the aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Foreword	**2.**	A general statement indicating the importance of the manual and that the contents are binding on staff.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3.	The foreword also provides a convenient mechanism for the manual to be signed by the most senior officer responsible for the general management of the aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
PART 1: GENERAL INFORMATION				
Conditions of use	**4.**	Airport operates 24 hours per day for take-off and landing of aircraft and when it is so available it shall be so under equal terms and conditions to all persons and operators.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
Aeronautical Information	**5.**	All data relating to the aeronautical aspect of this aerodrome are published in the Republic of the [STATE] Aeronautical Information Publication.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6.	The Airside Safety Manager is responsible for complete and correct promulgation of data to AIS section of the CAA in accordance with procedures described in [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Recording Aircraft Movements	**7.**	All data relating to the recording of aircraft movements is collected and recorded by Air Traffic Control.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8.	The Tower Team Leader is responsible for complete and correct collection recording and reporting to the Airport General Manager in accordance with procedures described in [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Obligation of the Aerodrome Operator	**9.**	[**MAS**] **Appendix 1- Part 1.4** a) Comply with mandatory standards and practices;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10.	b) Employ an adequate number of qualified and skilled staff;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11.	c) Operate the aerodrome in accordance with the procedures set out in the Aerodrome Manual;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12.	d) Have an acceptable aerodrome safety management system;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	13.	e) Arrange for audit of the safety management system and the management of airport organizations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	14.	f) Permit access to authorized ATO officers for inspection and testing purposes related to ensuring safety at the aerodrome;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	15.	g) Make required notifications to the CAA, ATC or pilots;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	16.	h) Conduct special inspections as necessary;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	17.	i) Remove obstructions on the aerodrome that are likely to be a hazard; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	18.	j) Erect warning signs if low flying or taxying aircraft are likely to be hazardous to people or vehicles.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
PART 2: AERODROME SITE INFORMATION				
Aerodrome Plan	**19.**	**DOC 9774 Appendix 1 - Part 2** a) A plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20.	b) A plan of the aerodrome showing the aerodrome boundaries;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	21.	c) A plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	22.	d) Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Aerodrome Land Titles	**23.**	Parcellary Plan/s	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
PART 3: ~~AIS~~ ~~INFORMATION~~ PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)				
Aerodrome Dimensions - Runway	**24.**	**Doc 9774 Appendix 1 - Part 3.2** True bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Strip	**25.**	length, width and surface type of strip, runway end safety areas, stop ways.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Taxiway	**26.**	length, width and surface type of taxiways	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Apron	**27.**	apron surface type and aircraft stands	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Clearway	**28.**	clearway length and ground profile	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- visual aids for	**29.**	approach lighting type and	[ ] Yes	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
approach procedures		visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting.	[ ] No [ ] N/A	
- Radio frequency of VOR	**30.**	the location and radio frequency of VOR aerodrome checkpoints	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- standard taxi routes	**31.**	the location and designation of standard taxi routes	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- geographical coordinates	**32.**	the geographical coordinates of each threshold	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	33.	the geographical coordinates of appropriate taxiway center line points	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	34.	the geographical coordinates of each aircraft stand	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	35.	the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the Aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- pavement surface type and bearing strength	**36.**	pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- pre-flight altimeter check locations	**37.**	one or more pre-flight altimeter check locations established on an apron and their elevation	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
- declared distances	**38.**	take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA)	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- disabled aircraft removal plan	**39.**	the telephone/telex/ facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- rescue and fire-fighting	**40.**	the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the Aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
AIP Data - Aerodrome diagram	**41.**	[**MAS**] **Chapter x.x.x.x** a) layout of runways, taxiways and apron(s);	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	42.	b) nature of the runway surfaces;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	43.	c) designations and length of runways;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	44.	d) designations of the taxiways, where applicable;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	45.	e) location of illuminated and non-illuminated wind direction indicators;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	46.	f) location of the aerodrome reference point;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	47.	g) the direction and distance to the nearest town;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	48.	h) location of terminal buildings; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	49.	i) location of helipads	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Aerodrome operation	**50.**	a) name, address, telephone and facsimile numbers of the aerodrome operator; including after-hours contacts;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	51.	b) aerodrome usage, public or private;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	52.	c) aerodrome charges, where notification is desired	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Aerodrome location	**53.**	a) name of aerodrome;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	54.	b) World Aeronautical Chart number, if known;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	55.	c) latitude and longitude, based on the aerodrome reference point;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	56.	d) magnetic variation;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	57.	e) time conversion- universal time coordinated (UTC) plus local time difference;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	58.	f) aeronautical location code indicator, if known;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	59.	g) aerodrome elevation;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	60.	h) currency of Type A charts, if provided	[ ] Yes [ ] No	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
			[ ] N/A	
- Movement area	**61.**	a) aerodrome reference code number;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	62.	b) runway bearings - in degrees magnetic;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	63.	c) runway length and surface type;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	64.	d) runway pavement strength rating;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	65.	e) runway and runway strip width;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	66.	f) runway slope;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	67.	g) runway declared distances, and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	68.	h) elevation of the midpoint of runway threshold, for instrument runways	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Lighting systems	**69.**	a) lighting systems for runways;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	70.	b) approach lighting system;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	71.	c) visual approach slope indicator system;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	72.	d) lighting systems for taxiways; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	73.	e) any other lighting systems	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Navigation aids	**74.**	Details of any navigation aid provided by the aerodrome Operator	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
- Rescue and fire-fighting services	**75.**	The category of aerodrome-based rescue and fire-fighting services provided by CAA or the aerodrome operator	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Ground services	**76.**	a) fuel suppliers and their contact details, including after hours;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	77.	b) automatic weather information broadcast if provided by aerodrome operator; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	78.	c) any other services available to pilots	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Special procedures	**79.**	Include any special procedures unique to the aerodrome, which pilots need to be advised.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
- Notices	**80.**	Include important cautionary or administrative information relating to the use of the aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
PART 4: AERODROME OPERATING PROCEDURES				
Sec 1: Aerodrome Reporting	**81.**	**Doc 9774 Appendix 1 - Part 4.1** a) arrangements for reporting any changes to the CAA and recording the reporting of changes during and outside the normal hours of aerodrome operations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	82.	b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	83.	c) The address and telephone numbers, as provided by the CAA, of the place where changes are to be reported to the CAA.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 2: Access to Aerodrome Movement Area	**84.**	**Doc 9774 Appendix 1 - Part 4.2** a) The role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the CAA and other government departments, as applicable; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	85.	b) The names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 3: Aerodrome Emergency Plan	**86.**	**Doc 9774 Appendix 1 - Part 4.3** a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering "during the emergency" and "after the emergency" considerations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	87.	b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	88.	c) details of exercises to test emergency plans, including the frequency of those exercises;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	89.	d) a list of organizations, agencies and persons of authority, both on- and off-airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	90.	e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	91.	f) The appointment of an on-scene commander for the overall emergency operation.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 4: RFFS	**92.**	**Doc 9774 Appendix 1 - Part 4.4** Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 5: Inspection of the Aerodrome Movement Area and Obstacle Limitation Surface by the Aerodrome Operator	**93.**	**Doc 9774 Appendix 1 - Part 4.5** a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	94.	b) arrangements and means of communicating with air traffic control during an inspection;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	95.	c) arrangements for keeping an inspection logbook, and the location of the logbook;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	96.	d) details of inspection intervals and times;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	97.	e) inspection checklist;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	98.	f) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	99.	g) The names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 6: Visual Aids, Electrical Systems and Lighting	**100.**	**Doc 9774 Appendix 1 - Part 4.6** a) Arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	101.	b) Arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	102.	c) Arrangements for carrying out routine maintenance and emergency maintenance;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	103.	d) Arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	104.	e) The names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 7: Maintenance of The Movement Area	**105.**	**Doc 9774 Appendix 1 - Part 4.7** a) Arrangements for maintaining the paved areas;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	106.	b) Arrangements for maintaining the unpaved runways and taxiways;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	107.	c) Arrangements for maintaining the runway and taxiway strips; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	108.	d) Arrangements for the maintenance of aerodrome drainage.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 8: Aerodrome Works Safety	**109.**	**Doc 9774 Appendix 1 - Part 4.8** a) Arrangements for communicating with air traffic control during the progress of such work;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	110.	b) The names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	111.	c) The names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	112.	d) A distribution list for work plans, if required.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 9: Aircraft Parking Control	**113.**	**Doc 9774 Appendix 1 - Part 4.9** a) Arrangements between air traffic control and the apron management unit;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	114.	b) Arrangements for allocating aircraft parking positions;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	115.	c) Arrangements for initiating engine start and ensuring clearance of aircraft push-back;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	116.	d) Marshaling service; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	117.	e) Leader (van) service.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 10: Apron Safety Management	**118.**	**Doc 9774 Appendix 1 - Part 4.10** a) Protection from jet blasts;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	119.	b) Enforcement of safety precautions during aircraft refueling operations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	120.	c) Apron sweeping;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	121.	d) Apron cleaning;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	122.	e) Arrangements for reporting incidents and accidents on an apron; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	123.	f) Arrangements for auditing the safety compliance of all personnel working on the apron.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 11: Airside Vehicle Control	**124.**	**Doc 9774 Appendix 1 - Part 4.11** a) Details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	125.	b) The method of issuing driving permits for operating vehicles in the movement area.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 12: Wildlife Hazard Management	**126.**	a) arrangements for assessing wildlife hazards	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	127.	b) Arrangements for implementing wildlife control programmes; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	128.	c) The names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 13: Obstacle Control	**129.**	**Doc 9774 Appendix 1 - Part 4.13** a) Monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	130.	b) Controlling obstacles within the authority of the operator;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	131.	c) Monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	132.	d) Controlling new developments in the vicinity of aerodromes; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	133.	e) Notifying the CAA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 14: Removal of Disabled Aircraft	**134.**	**Doc 9774 Appendix 1 - Part 4.14** a) The roles of the aerodrome operator and the holder of the aircraft certificate of registration;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	135.	b) Arrangements for notifying the holder of the certificate of registration;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	136.	c) Arrangements for liaising with the air traffic control unit;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	137.	d) Arrangements for obtaining equipment and personnel to remove the disabled aircraft; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	138.	e) The names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 15: Handling of Hazardous Materials	**139.**	**Doc 9774 Appendix 1 - Part 4.15** a) Arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	140.	b) The method to be followed for the delivery, storage, dispensing and handling of hazardous materials.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
Sec 16: Low Visibility Operations	**141.**	**Doc 9774 Appendix 1 - Part 4.16** Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Sec 17: Protection of Radar & Navigation Aids	**142.**	**Doc 9774 Appendix 1 - Part 4.17** a) Arrangements for the control of activities in the vicinity of radar and navaids installations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	143.	b) Arrangements for ground maintenance in the vicinity of these installations; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	144.	c) Arrangements for the supply and installation of signs warning of hazardous microwave radiation.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Section 18: Snow and Ice Control, and Hazardous Meteorological Condition	**145.**	PANS-Aerodromes (Doc 9981) A) At aerodromes subjected to snow and icing conditions: a) A snow and ice control plan, including the means and procedures used as well as the responsibilities and criteria for closing and reopening the runway;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	146.	b) a formal coordination for snow and ice removal between the aerodrome operator and ATS	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	147.	B) For other hazardous meteorological situations that may occur at the aerodrome (such as thunderstorms, strong surface winds and gusts, sandstorms): a) Procedures describing the actions that have to be taken and defining the responsibilities and criteria for suspension of operations on the runway;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	148.	b) a formal coordination with the meteorological service provider in order to be advised of any significant meteorological conditions;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Section 19: Reporting of Runway Surface Conditions	**149.**	PANS-Aerodromes (Doc 9981) a) Procedure for assessing and reporting runway condition code (RWYCC) for each third of the runway in the prescribed format; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	150.	b) Procedure for reporting significant changes to RWYCC without dealy.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
PART 5: AERODROME ADMINISTRATION				
Sec 1: Organization Contacts & Structure	**151.**	**Doc 9774 Appendix 1 - Part 5** a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	152.	b) The name, position and telephone number of the person who has overall responsibility for aerodrome safety; and	[ ] Yes [ ] No [ ] N/A	□S □ NS
	153.	c) Airport committees.	[ ] Yes [ ] No [ ] N/A	□S □ NS
Sec 2: Exemptions, Directions, Approvals	**154.**	Are there exemptions applied at the aerodrome?	[ ] Yes [ ] No [ ] N/A	□S □ NS
Sec 3: Aerodrome Safety Management System	**155.**	**Doc 9774 Appendix 1 - Part 5** a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;	[ ] Yes [ ] No [ ] N/A	□S □ NS
	156.	b) The structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;	[ ] Yes [ ] No [ ] N/A	□S □ NS
	157.	c) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders;	[ ] Yes [ ] No [ ] N/A	□S □ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	158.	d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	159.	e) A system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	160.	f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	161.	g) The internal safety audit and review system detailing the systems and programmes for quality control of safety;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	162.	h) The system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

PARTICULARS	NO.	DETAILS	STATUS	REMARKS
	163.	i) Staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and	[ ] Yes [ ] No [ ] N/A	□S □ NS
	164.	j) The incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.	[ ] Yes [ ] No [ ] N/A	□S □ NS

Appendix 7B: **Technical Inspection Checklist (Aerodrome Infrastructure and Ground Aids)**

Note: Please insert relevant Articles/reference to National Regulations, Standards, Advisory Circulars, Aerodrome Manual etc. as relevant

Appendix 7B-1: **OBSTACLE RESTRICTIONS ~~FORM AGA ATI 0001~~**

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
1.1 OBSTACLE RESTRICTIONS			
STD&RP A14 Vol.I,4.1,4.2,4.3.1,4.3.2 GM Doc9137,P6,1.1.3 Doc9981,P1,2.4.5	1. Are the OLS surfaces defined?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Are objects infringing the OLS?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are obstacles that penetrate the OLS appropriately marked or lit?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are the OFZ surfaces defined, when required?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Are objects penetrating the OFZ and is frangible?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are the objects near the following areas comply with the OLS requirements? • Runway • Runway strip • Clearway • Stopway • RESA • Taxiway • Taxiway strip • Pre-threshold area • Radio altimeter operating area	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Are fixed objects, temporary and permanent, which extends above the OLS but are permitted to remain or objects which are present on the movement area regarded as obstacles explicitly marked?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Are there procedures for monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. controlling obstacles within the authority of	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	the operator;	[ ] N/A	
	10. monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. controlling new developments in the vicinity of aerodromes; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12. notifying the CAA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	13. And the procedure for monitoring building developments (in relation to the height of buildings and other structures) within the horizontal limits of the obstacle limitation surfaces?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	14. And if the aerodrome has instrument approach procedures, the procedures for monitoring for new objects or building developments in any other areas nominated by the instrument procedure designers?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	15. And the arrangements with CAA, local planning authorities and other relevant organizations in relation to the approval of building developments that may infringe the obstacle limitation surfaces?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	16. Including the process for asking CAA to assess proposed obstacles? (If applicable to the aerodrome)	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7B-2: PHYSICAL CHARACTERISTICS, VISUAL AID AND AERODROME FACILITIES ~~FORM AGA ATI 0002~~

No.	Reference	Audit Area	Actual	Standard	Remarks
1)	STD A14 Vol I,C3,C5 GM Doc9157,P1,C5 Doc9157,P4	**Aerodrome Physical Characteristics and visual aids**			
	STD A14 Vol I,3.1 GM Doc9157,P1,5.1	a) Runway			☐S ☐ NS
	RP A14 Vol I,3.1.5,3.1.6,Att A,11 GM Doc9157,P1,2.2	• Runway Threshold Location			☐S ☐ NS
	RP A14 Vol I,C3,3.1.7-3.1.9 GM Doc9157,P1,C3	• Runway length			☐S ☐ NS
	RP A14 Vol I,3.1.10 GM Doc9157,P1,5.1.1-5.1.3	• Runway Width			☐S ☐ NS
	STD& RP A14 Vol I,3.3.1-3.3.12 GM Doc9157,P1,App 4	• Runway turn pads			☐S ☐ NS
	RP A14 Vol I,3.1.11,3.1.12	• Spacing for parallel runways			☐S ☐ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	GM Doc9157,P1,2.1.15-2.1.18 Doc9643,C4,4.3				
	RP A14 Vol.I,3.1.13-3.1.16 GM Doc9157,P1,5.1.4-5.1.7	• Runway longitudinal slope			□S □ NS
	RP A14 Vol.I,3.1.17 GM Doc9157,P1,5.1.8,5.1.9	• Runway sight distance			□S □ NS
	RP A14 Vol.I,3.1.19,3.1.20 GM Doc9157,P1,5.1.12,5.1.13 Doc9157,P3,5.2.6.2	• Transverse slopes on runways			□S □ NS
	STD& RP A14 Vol.I,3.1.22-3.1.27,Att.A,5 GM Doc9137,P2,1.2,1.3 Doc9157,P1,5.1.16-5.1.24 Doc9157,P3,C5	• Runway surface			□S □ NS
	RP A14 Vol.I,C3,3.1.21 GM Doc9157,P1,5.1.15	• Runway bearing strength			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	STD A14 Vol.I,C3,3.2 GM Doc9157,P1,5.2 Doc9981,P1,App.toC4,2.3	b) Runway shoulders			□S □ NS
	STD A14 Vol.I,C3,3.2.1 GM Doc9157,P1,5.2.1-5.2.8 Doc9981,P1,App.toC4,2.3.1	• Characteristics of runway shoulders			□S □ NS
	STD A14 Vol.I,C3,3.2.5,3.2.6 GM Doc9157,P1,5.2.11,5.2.12	• Surface of runway shoulder			□S □ NS
	RP A14 Vol.I,C3,3.2.2 GM Doc9157,P1,5.2.8 a) c)	• Width of runway shoulder			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	RP A14 Vol.I,C3,3.2.3 GM Doc9157,P1,5.2.9	• Slopes on runway shoulder			□S □ NS
	RP A14 Vol.I,C3,3.2.4 GM Doc9157,P1,5.2.10	• Strength of runway shoulder			□S □ NS
	STD A14 Vol.I,5.2.2-5.2.7,5.2.9 GM Doc9157,P3,8.3.3.1 c)	c) Runway Markings			□S □ NS
	RP A14 Vol.I,7.3	• Pre-Threshold area (a chevron marking)			□S □ NS
	STD A14 Vol.I,5.2.3	• Runway centerline markings			□S □ NS
	STD A14 Vol.I,5.2.3.3	➢ Length			□S □ NS
	STD A14 Vol.I,5.2.3.2	➢ Dist. of 1st stripe			□S □ NS
	STD A14 Vol.I,5.2.3.4	➢ Width			□S □ NS
	STD A14 Vol.I,5.2.2	• Runway designation markings			□S □ NS
	STD A14 Vol.I,5.2.4.8	• Runway transverse stripe markings			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	RP A14 Vol.I,5.2.4.7 GM Doc9157,P4				
	STD A14 Vol.I,5.2.4.8	➢ Width			□S □ NS
		➢ Length			□S □ NS
	STD A14 Vol.I,5.2.7	• Runway side-stripe markings			□S □ NS
	RP A14 Vol.I,5.2.7.5	➢ Width			□S □ NS
	STD A14 Vol.I,5.2.5	• Runway aiming point markings			□S □ NS
		➢ No. of stripes			□S □ NS
		➢ Dimensions & lateral spacings			□S □ NS
	STD A14 Vol.I,5.2.6	• Runway touch down zone markings			□S □ NS
		➢ Distance between thresholds			□S □ NS
	STD A14 Vol.I,5.2.6.4	➢ Rectangular dimension			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	STD A14 Vol.I,5.2.6.4	➢ Longitudinal spacing			□S □ NS
	STD A14 Vol.I,5.2.4	• Runway threshold markings			□S □ NS
		➢ Length			□S □ NS
		➢ Width			□S □ NS
		• Runway end markings			□S □ NS
		➢ Width			□S □ NS
		➢ Length			□S □ NS
	STD A14 Vol.I,5.2.4.9,5.2.4.10	• Temporary displaced threshold markings			□S □ NS
		➢ Width			□S □ NS
		➢ Arrowheads			□S □ NS
	STD A14 Vol.I,3.7 A14 Vol.I,Att.A,2 Doc9157,P1,3.3,5.6	d) Stopway			□S □ NS
	GM A14 Vol.I,Att.A,2	• Dimensions of stopways			□S □ NS
		➢ Dist. Before the runway strip			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	STD A14 Vol.I,3.7.1 GM Doc9157,P1,5.6.1	➢ width			□S □ NS
	STD A14 Vol.I,3.7.4 GM Doc9157,P1,5.6.4,5.6.5	• Surface of stopway			□S □ NS
	RP A14 Vol.I,3.7.2 GM Doc9157,P1,5.6.2	• Stopway slopes and slope changes			□S □ NS
	RP A14 Vol.I,3.7.3	• Bearing strength of stopway			□S □ NS
	STD A14 Vol.I,3.5.1-3.5.6,Att.A,10 GM Doc9157,P1,5.4 Doc9981,P1,App.toC4,3	e) RESA			□S □ NS
	STD& RP A14 Vol.I,3.5.3,3.5.4 GM Doc9157,P1,5.4.4-5.4.7	• Length			□S □ NS
	STD A14 Vol.I,3.5.5,3.5.6	• width			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	GM Doc9157,P1,5.4.8,5.4.9				
	RP A14 Vol.I,3.5.10 GM Doc9157,P1,5.4.13	• Downward longitudinal slope			□S □ NS
	RP A14 Vol.I,3.5.11 GM Doc9157,P1,5.4.15	• Transverse slope			□S □ NS
	STD A14 Vol.I,3.6,Att.A,2 Doc9157,P1,5.5	f) Clearway			□S □ NS
	RP A14 Vol.I,3.6.1 GM Doc9157,P1,5.5.1	• Location of clearways			□S □ NS
	RP A14 Vol.I,3.6.2- 3.6.5 GM Doc9157,P1,5.5.2,5.5.3	• Dimensions of clearways			□S □ NS
	RP A14 Vol.I,3.6.2 GM Doc9157,P1,5.5.2	➢ Length of Clearway			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	RP A14 Vol.I,3.6.3	➢ Width of clearway			□S □ NS
	RP A14 Vol.I,3.6.4,3.6.5 GM Doc9157,P1,5.5.4-5.5.6	• Slopes on clearways			□S □ NS
	RP A14 Vol.I,3.6.6 GM Doc9157,P1,5.5.7	• Objects on clearways			□S □ NS
	STD A14 Vol.I,3.4,Att.A,9 GM Doc9157,P1,5.3 Doc9981,P1,App.toC4,2.5	g) Runway Strip			□S □ NS
	STD A14 Vol.I,3.4.2 GM Doc9157,P1,5.3.2	• Runway strip length			□S □ NS
	STD& RP A14 Vol.I,3.4.3-3.4.5 GM Doc9157,P1,5.3.3-5.3.5	• Runway strip width			□S □ NS
	RP A14 Vol.I,3.4.13 GM Doc9157,P1,5.3.17	• Longitudinal slope on graded area of runway strip			□S □ NS
	RP	• Longitudinal Slope			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	A14 Vol.I,3.4.14 GM Doc9157,P1,5.3.18,5.3.19	Changes on Graded Area of Runway Strip			
	STD A14 Vol.I,3.4.10 GM Doc9157,P1,5.3.15,5.3.16	• Surface of graded area of runway strip			□S □ NS
	STD A14 Vol.I,3.8,4.3 GM Doc9157,P1,5.3.19	• Radio Altimeter Operating Area			□S □ NS
	RP A14 Vol.I,3.4.15,3.4.16 GM Doc9157,P1,5.3.20-5.3.23	• Runway Strip Transverse Slope			□S □ NS
	RP A14 Vol.I,3.4.8,3.4.9 GM Doc9157,P1,5.3.12-5.3.16	• Grading of Runway Strips			□S □ NS
	STD& RP A14 Vol.I,3.4.6-3.4.7 GM Doc9157,P1,5.3.7 Doc9981,App.1toC2,2.1,App.toC4, 2.5.2	• Objects on runway strips			□S □ NS
	RP	• Runway strip			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	A14 Vol.I,3.4.17,3.4.18 GM Doc9157,P1,5.3.24-5.3.26	strength			
	STD A14 Vol.I,3.9 GM Doc9157,P2,C1 Doc9981,P1,App.1toC2,2,2.1 b) 4),App.toC4,4	h) Taxiways			□S □ NS
	RP A14 Vol.I,3.9.4 GM Doc9157,P2,Table1-1,1.2.8,1.7.5,1.7.6 Doc9981,P1,App.toC4,4.1.2	• Taxiway width			□S □ NS
	RP A14 Vol.I,3.9.7	• Taxiway edge clearance			□S □ NS
	RP A14 Vol.I,3.9.5 GM Doc9157,P2,1.2.9,1.2.10 Doc9981,App.toC4,4.2	• Taxiway curves			□S □ NS
	RP A14 Vol.I,3.9.8 GM Doc9157,P2,Table1-1	• Taxiway Longitudinal Slope			□S □ NS
	RP	• Taxiway			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	A14 Vol.I,3.9.11 GM Doc9157,P2,Table 1-1	Transverse Slope			
	STD A14 Vol.I,Fig 5-6 GM Doc9981,App.1toC.2,2,2.1 d) 1) ii)	i) Taxiway Markings			□S □ NS
	STD A14 Vol.I,5.2.8	• Taxiway centerline marking			□S □ NS
	STD A14 Vol.I,5.2.10	• Runway holding position markings			□S □ NS
	STD A14 Vol.I,5.2.10	➢ Markings for Pattern A			□S □ NS
	STD A14 Vol.I,5.2.10	➢ Markings for Pattern B			□S □ NS
	STD A14 Vol.I,5.2.11	• Intermediate holding position markings			□S □ NS
		➢ Width			□S □ NS
		➢ Length of lines and gaps			□S □ NS
		• Taxiway edge markings			□S □ NS
		➢ Width			□S □ NS
		➢ Spacing of two yellow lines			□S □ NS
	GM Doc9157,P2,2.5	• Holding bay markings			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		• Taxiway pavement strength limit markings			□S □ NS
		➢ Height			□S □ NS
		➢ Width			□S □ NS
		➢ Line width			□S □ NS
		➢ Spacing			□S □ NS
	STD A14 Vol.I,3.10 GM Doc9157,P2,1.6 Doc9981,P1,App.toC4,8	j) Taxiway shoulders			□S □ NS
	STD A14 Vol.I,3.10.1 GM Doc9157,P2,1.6.2,Table1-1	• Width of Taxiway shoulders			□S □ NS
	STD A14 Vol.I,3.10.2 GM Doc9157,P2,1.6.4 Doc9981,P1,App.toC4,8.2	• Surface of Taxiway shoulders			□S □ NS
	STD A14 Vol.I,3.11 GM Doc9157,P2,1.6	k) Taxiway strips			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	STD A14 Vol.I,3.11.2 GM Doc9157,P2,1.6.2,Table1-1	• Width of taxiway strip			□S □ NS
	STD A14 Vol.I,3.11.4 GM Doc9157,P2,1.7.15	• Width of graded area of taxiway strip			□S □ NS
	RP A14 Vol.I,3.11.5,3.11.6 GM Doc9157,P2,1.6.4	• Slope of Taxiway Strip			□S □ NS
	RP A14 Vol.I,3.11.5 GM Doc9157,P2,1.6.4	• upward transverse slope			□S □ NS
	RP A14 Vol.I,3.11.5 GM Doc9157,P2,1.6.4	• downward transverse slope			□S □ NS
	RP A14 Vol.I,3.11.6 GM Doc9157,P2,1.6.4	• Upward slope			□S □ NS
	RP A14 Vol.I,3.11.3 GM Doc9157,P2,1.6	• Objects on taxiway strip			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	RP A14 Vol.I,3.10 GM Doc9157,P2,1.4,1.4.4 Doc9981,P1,App.toC4,7	• Taxiways on bridges (minimum width)			□S □ NS
	RP A14 Vol.I,3.9.7 GM Doc9157,P2,1.2.12-1.2.20 Doc9981,P1,App.toC4,5,6	• Taxiway minimum separation distances			□S □ NS
	RP A14 Vol.I,3.9.15-3.9.18 GM Doc9157,P2,1.3,1.3.1-1.3.4	• Rapid exit taxiway			□S □ NS
	STD A14 Vol.I,3.12 GM Doc9157,P2,C2	l) Holding Bays, Runway-Holding Positions, Intermediate Holding Positions and Roar-Holding Positions.			□S □ NS
	STD A14 Vol.I,3.12.2,3.12.5 GM Doc9157,P2,2.1.2 RP A14 Vol.I,3.12.1,3.12.4	Provision of a Holding Bay, Runway-holding Position, Intermediate Holding Position and Road-holding Position			□S □ NS

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No.	Reference	Audit Area	Actual	Standard	Remarks
	STD&RP A14 Vol.I,3.12.2-3.12.5,3.12.9 GM Doc9157,P2,2.4	Location of Holding Bay, Runway-holding Position, Intermediate Holding Position or Road-holding Position			□S □ NS
	STD A14 Vol.I,3.12.6-3.12.8,Table3-2 GM Doc9157,P2,2.4.3-2.4.8,Table2-1	Distance from Runway-holding Position, Intermediate Holding Position or Road-holding Position to Runway Centerline			□S □ NS
Note: Please refer to ACI Apron Marking and sign handbook for additional references					
	STD A14 Vol.I,3.13 GM Doc9157,P2,C3	m) Aprons			□S □ NS
	RP A14 Vol.I,3.13.1 GM Doc9157,P2,C3	• Location of apron			□S □ NS
	RP A14 Vol.I,3.13.6 GM Doc9157,P2,3.4.4	• Clearance distances on Aircraft stands			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	RP A14 Vol.I,3.13.4,3.13.5 GM Doc9157,P2,3.2.6.2	• Slopes on Aprons			□S □ NS
	RP A14 Vol.I,9.5.1 c) GM Doc9476,3.4.9	• Apron road			□S □ NS
	RP A14 Vol.I,5.2.13 GM Doc9157,P4,2.3	n) Apron markings			□S □ NS
	RP A14 Vol.I,5.2.13.6–5.2.13.12 GM Doc9157,P4,2.3.5–2.3.11,2.3.13–2.3.14	• Apron taxi guideline markings			□S □ NS
		• Apron edge markings			□S □ NS
		➢ Width			□S □ NS
		➢ Spacing			□S □ NS
		➢ Edge of gravel, grass or other natural surface aprons			□S □ NS
	STD A14 Vol.I,5.2.14	• Apron Safety Line (Parking clearance			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	GM Doc9157,P2,2.3.20	line)			
		➢ Width of red line			□S □ NS
		➢ Width of yellow or white line			□S □ NS
		➢ The word "PARKING CLEARANCE"			□S □ NS
		• Aircraft type limit line			□S □ NS
		➢ Comprising strip length			□S □ NS
		➢ Width			□S □ NS
		➢ Spacing			□S □ NS
		➢ Distance of designator from the line			□S □ NS
		➢ Height of letters & numbers			□S □ NS
		➢ Marking intervals			□S □ NS
		• Parking weight limit line			□S □ NS
		➢ Comprising strip length			□S □ NS
		➢ Width			□S □ NS
		➢ Spacing of strips			□S □ NS
		➢ Distance of designator from the line			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		➢ Height of letters & numbers			□S □ NS
		➢ Marking intervals			□S □ NS
		• Leased area line			□S □ NS
		• Equipment clearance line			□S □ NS
		➢ Length of stripe			□S □ NS
		➢ Width of each stripe			□S □ NS
		➢ Gap distance			□S □ NS
		➢ Designation of "EQUIPMENT CLEARANCE"			□S □ NS
		➢ Height of letters & numbers			□S □ NS
		➢ Distance of designator from the line			□S □ NS
		• Equipment storage markings			□S □ NS
		➢ Designation of "EQUIPMENT STORAGE"			□S □ NS
		➢ Height of letters & numbers			□S □ NS
		➢ Distance of designator from the line			□S □ NS
		➢ Marking intervals			□S □ NS
		• Apron service road			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		markings			
	RP A14 Vol.I,5.2.13	• Aircraft parking position markings			□S □ NS
		➢ Primary positions			□S □ NS
		➢ Secondary positions			□S □ NS
	RP A14 Vol.I,5.2.13.6 GM Doc9157,P4,2.3.5,2.3.6	• Lead-in line			□S □ NS
		➢ Lead-in lines to primary aircraft parking position			□S □ NS
		➢ Lead-in lines to secondary parking position			□S □ NS
		• Taxi lead-in line designation			□S □ NS
		➢ parking position number designation			□S □ NS
		➢ aircraft type limit designation			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		➢ aircraft weight limit designation			□S □ NS
		• Pilot turn line			□S □ NS
		➢ Line length			□S □ NS
		➢ Width			□S □ NS
		➢ aircraft type designation			□S □ NS
		➢ Offset distance of designation from the lead-in line			□S □ NS
		• Primary aircraft parking position markings			□S □ NS
		➢ Alignment line width			□S □ NS
		➢ Stop line width			□S □ NS
		• Marshaller stop line			□S □ NS
		➢ aircraft type designation			□S □ NS
		• Pilot stop line			□S □ NS
		➢ Line length			□S □ NS
		➢ Offset distance			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		from the alignment line			
		➢ aircraft type designation			□S □ NS
		• Alignment line			□S □ NS
		➢ 1m long section of the alignment line			□S □ NS
		• Secondary aircraft parking position markings			□S □ NS
		• Keyhole marking			□S □ NS
		➢ Diameter of the keyhole			□S □ NS
		➢ Alignment line length			□S □ NS
		➢ Width			□S □ NS
		➢ Distance of designator from the alignment line			□S □ NS
		➢ Height of letters and numbers			□S □ NS
		• Triangle marking			□S □ NS
		➢ Side length of triangle			□S □ NS
		➢ Alignment line length			□S □ NS
		➢ Distance of designator from the alignment			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		line			
		➢ Height of letters and numbers			□S □ NS
	RP A14 Vol.I,5.2.13.6,5.2.13.7 GM Doc9157,P4,2.3.10	• Lead-out line			□S □ NS
		➢ Stripe length			□S □ NS
		➢ Width			□S □ NS
		➢ Intervals			□S □ NS
		➢ Distance of 1st arrow from the alignment line (if arrow indicators are inserted)			□S □ NS
		• Designation markings			□S □ NS
		• Aircraft parking position designation			□S □ NS
		➢ Position designation for fixed wing a/c			□S □ NS
		➢ Aerobridge position			□S □ NS
		• Designation characters for taxi and apron markings			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		• Tug operator guidance marking			□S □ NS
		• Aircraft push-back lines			□S □ NS
		➢ Comprising stripe length			□S □ NS
		➢ Width of stripes			□S □ NS
		➢ Intervals of stripes			□S □ NS
		• Tug parking position lines			□S □ NS
		➢ Line width			□S □ NS
		➢ Shape			□S □ NS
		➢ Height of shape "U"			□S □ NS
		➢ Width of shape "U"			□S □ NS
		• Tow bar disconnect markings			□S □ NS
		➢ Line length			□S □ NS
		➢ Line width			□S □ NS
		• Push-back limit markings			□S □ NS
		➢ Line Length & gap			□S □ NS
		➢ Line width			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		➢ Line spacing			□S □ NS
		• Push-back alignment Bars			□S □ NS
		➢ Comprising stripe length			□S □ NS
		➢ Stripe width			□S □ NS
		➢ Intervals			□S □ NS
		➢ Total Alignment desired direction			□S □ NS
		• Passenger path markings			□S □ NS
		➢ Width of the passenger pathway			□S □ NS
	STD A14 Vol.I,5.2.15	• Road holding position marking			□S □ NS
	STD&RP A14 Vol.I,5.2.17.1,5.2.17.2, 5.2.17.4, App.3	Information Marking			□S □ NS
	STD A14 Vol.I,5.4	Movement Area Guidance Signs (MAGS)-Signs			□S □ NS
		• Introduction			□S □ NS
	STD& RP A14 Vol.I,5.4.2,5.4.2.12,5.4.2.13 GM Doc9157,P4,12.4	• mandatory instruction signs			□S □ NS
	STD A14 Vol.I,5.4.3,5.4.3.25	• information signs			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	GM Doc9157,P4,12.5				
	STD&RP A14 Vol.I,5.4.2,5.4.3,5.4.3.34-5.4.3.37,App.4	• Naming of taxiway location signs			□S □ NS
	STD&RP A14 Vol.I,5.4.2.8-5.4.2.11, 5.4.3.14-5.4.3.24 GM Doc9157,P4,12.6	• Dimensions, location and lettering			□S □ NS
	STD A14 Vol.I,5.4.3.14				□S □ NS
	STD A14 Vol.I,App.4	• Sign size and location distances, incl. runway exit signs			□S □ NS
	STD&RP A14 Vol.I,5.4.1.3-5.4.1.11 GM Doc9157,P4,2.1.5	• Structural requirements			□S □ NS
	STD A14 Vol.I,5.4.1.7,App.4,4	• Illumination			□S □ NS
	STD A14 Vol.I,5.4.2 GM Doc9157,P4,12.4	• Mandatory Instruction Signs			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	STD&RP A14 Vol.I,5.4.2.1-5.4.2.7 GM Doc9157,P4,12.4	• Runway designation signs			□S □ NS
	STD A14 Vol.I,5.4.2.9 GM Doc9157,P4,12.4.7	• Category I, II or III Runway designation signs			□S □ NS
	STD A14 Vol.I,5.4.2.11,5.4.2.12 GM Doc9157,P4,12.4.6,12.4.7	• Runway holding position sign			□S □ NS
	STD A14 Vol.I,5.4.2.10,5.4.2.12,Fig.5-30 GM Doc9157,P4,12.4.9	Aircraft NO ENTRY sign			□S □ NS
	STD A14 Vol.I,5.4.7 GM Doc9157,P4,12.4.10	• Vehicle STOP signs			□S □ NS
	STD A14 Vol.I,5.2.10.2 GM Doc9157,P4,12.4.7	• Runway/Runway intersection signs			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	STD A14 Vol.I,5.4.3	• MAGS with information / Information Signs			□S □ NS
		• Taxiway location signs			□S □ NS
		• Direction signs			□S □ NS
		• Destination signs			□S □ NS
	STD A14 Vol.I,5.4.3.29	• Take-off Run Distance Available sign			□S □ NS
	STD A14 Vol.I,5.4.3.16	• Runway exit signs			□S □ NS
	STD A14 Vol.I,5.2.16	• Mandatory Instruction markings			□S □ NS
	STD A14 Vol.I,5.1.1	a) Wind Direction Indicators			□S □ NS
	STD A14 Vol.I,5.1.1.1	• Requirements			□S □ NS
	RP A14 Vol.I,5.1.1.3-5.1.1.5	• Characteristics			□S □ NS
	RP A14 Vol.I,5.1.4.1-5.1.4.3,Att.A,17 GM Doc9157,P4,C3	b) Ground Signals			□S □ NS
		• Signal Areas			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
		• Ground Signals in Signal Area			□S □ NS
	STD A14 Vol.I,C7	c) Visual Aids denoting Restricted Use Areas			□S □ NS
	STD A14 Vol.I,7.1	• Closed runways and taxiways or parts thereof			□S □ NS
	STD A14 Vol.I,7.2	• Non-load-bearing surfaces			□S □ NS
	RP A14 Vol.I,7.3	• Pre-threshold area			□S □ NS
	STD A14 Vol.I,7.4	• Unserviceable areas			□S □ NS
	STD A14 Vol.I,7.4.3	• Works Limit markers			□S □ NS
	STD A14 Vol.I,C6 GM Doc9157,P4,C15	d) Obstacle Markings			□S □ NS
	STD A14 Vol.I,6.1 GM Doc9157,P4,C15	Objects to be marked and/or lighted			□S □ NS
	STD&RP A14 Vol.I,6.1.1	Objects within the lateral boundaries of the obstacle limitation surfaces			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	RP A14 Vol.I,6.1.2	Objects outside the lateral boundaries of the obstacle limitation surfaces			□S □ NS
		e) Marking of temporary and transient obstacles			□S □ NS
	STD A14 Vol.I,6.2.2	f) Marking of Vehicles			□S □ NS
	STD& RP A14 Vol.I,5.3.3.3-5.3.3.5	g) Aerodrome Beacons			□S □ NS
	STD A14 Vol.I,5.3.5.24 GM Doc9157,P4,8.3	h) Precision approach path indicator (PAPI) system			□S □ NS
2.)		**Aerodrome Facilities**			
	STD A14 Vol.I,C8 GM Doc9157,P5,C3,5.9.4	a) Power Supply			□S □ NS
		• Primary Source			□S □ NS
		• Secondary Power Supply			□S □ NS
	STD&RP A14 Vol.I,8.1.4,Table8-1,8.1.15 GM Doc9157,P5,3.4.5,3.4.6	• Switch-over time limits			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	RP A14 Vol.I,8.1.11 GM Doc9157,P5,3.3	• Requirement for Secondary Power Supply			□S □ NS
	STD & RP A14 Vol.I,5.3	b) Aerodrome Lighting			□S □ NS
		• Portable Lighting			□S □ NS
	GM Doc9157,P6	• Light fixtures and supporting structures			□S □ NS
		• Elevated and inset lights			□S □ NS
	STD A14 Vol.I,5.3.1.4-5.3.1.6	➢ Elevated lights			□S □ NS
	STD&RP A14 Vol.I,5.3.1.7,5.3.1.8 GM Doc9157,P4,9.1	➢ Inset lights (pavement lights)			□S □ NS
	STD A14 Vol.I,5.3.1.9-5.3.1.12,Att.A,16 GM Doc9157,P4,C19	• Light intensity and control			□S □ NS
		➢ Lighting Systems if Provided			□S □ NS
		➢ Intensity			□S □ NS
	STD A14 Vol.I,10.5,10.5.2	• Maintenance performance of			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	GM Doc9137,P9,C2	aerodrome lighting			
	STD A14 Vol.I,6.2.1.1 GM Doc9157,P4,15.4	• Obstacle Lighting			□S □ NS
	STD A14 Vol.I,Table 6-2	➢ Low intensity			□S □ NS
	STD A14 Vol.I,Table 6-3	➢ Medium intensity			□S □ NS
	STD A14 Vol.I,Table 6-3	➢ High intensity obstacle lights			□S □ NS
	RP A14 Vol.I,5.1.1.5	• Illuminated Wind Direction Indicator			□S □ NS
	STD A14 Vol.I,5.3.4	• Approach lighting systems			□S □ NS
	STD&RP A14 Vol.I,5.3.4.2-5.3.4.9	➢ Simple approach lighting system			□S □ NS
	STD&RP A14 Vol.I,5.3.4.10-5.3.4.21	➢ Precision approach Category I lighting system			□S □ NS
	STD&RP A14 Vol.I,5.3.4.22-5.3.4.39	➢ Precision Approach Category II and III Lighting System			□S □ NS

No.	Reference	Audit Area	Actual	Standard	Remarks
	STD A14 Vol.I,9.8	Surface Movement Guidance Control System (SMGCS)			□S □ NS

Appendix 7B-3: RESCUE AND FIRE-FIGHTING FORM ~~AGA ATI 0003~~

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
1.3 RESCUE AND FIRE-FIGHTING			
	GENERAL		
STD A14 Vol.I,9.2.1	1. Is there a rescue and firefighting service provided at certified and registered aerodromes?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.44	2. Are there sufficient trained and competent personnel designated to be readily available to ride the rescue and fire fighting vehicles and to operate the equipment at maximum capacity?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD&RP A14 Vol.I,9.2.3-9.2.7	**LEVEL OF PROTECTION**		
STD A14 Vol.I,9.2.5 GM Doc9137,P1,2.1.2, Table 2-1 Doc9774,App.1,P3,3.2 (q)	3. Is the level of protection provided at an aerodrome for rescue and firefighting determined from [MAS] and based on the longest aeroplane normally using the aerodrome and its maximum fuselage width?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD	~~4.~~ Is the changes in	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
A14 Vol.I,2.11.3	the level of protection normally available at an aerodrome for rescue and firefighting notified to the appropriate Air Traffic Service (ATS) unit and Aeronautical Information Service (AIS) unit to enable those units to provide the necessary information to arriving and departing aircraft? 5.4.	[ ] No [ ] N/A	
STD A14 Vol.I,9.2.8-9.2.25	**EXTINGUISHING AGENTS**		
RP A14 Vol.I,9.2.8 GM Doc9137,P1,2.2.1	6. Are both principal and complementary agents provided at the aerodrome? 7.5.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.9 GM Doc9137,P1,2.2.2	8.6. Is the principal extinguishing agent meet either of the following? (a) a foam meeting the minimum performance Level A; or (b) a foam meeting the minimum performance Level B; or (c) a foam meeting the minimum performance	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	Level C; or (d) a combination of these agents; except that the principal extinguishing agent for aerodromes in categories 1 to 3 should preferably meet a performance Level B or C foam.		
RP A14 Vol.I,9.2.10 GM Doc9137,P1,8.2.4	~~9.~~ Does the RFFS using dry chemical powder as complementary extinguishing agent suitable for extinguishing hydrocarbon fires? ~~10.~~7.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD&RP A14 Vol.I,9.2.14, 9.2.15 GM Doc9137,P1,2.3.4	~~11.~~ Is the quantity of foam concentrates separately provided on vehicles for foam production in proportion to the quantity of water provided and the foam concentrate selected? ~~12.~~8.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~13.~~ Is the amount of foam concentrate provided on a vehicle sufficient to produce at	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	least two loads of foam solution? ~~14.~~9.		
STD&RP A14 Vol.I,9.2.18,Table 9-2,9.2.20,Table 9-2 GM Doc9137,P1,2.5.1,2.5.2,Table 2-3	~~15.~~10. Is the discharge rate of the foam solution and complementary agent not less than the rates shown in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.19	~~16.~~11. Does the complementary agents comply with the appropriate specifications of the International Organization for Standardization (ISO)? Note: - Guidance on complementary agents is given in ISO Publication 7202 (Powder)	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	RESPONSE		
RP A14 Vol.I,9.1.5	~~17.~~12. Are the RFF service provided with an up-to-date map of its response area, including the access roads?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.27 GM Doc9137,P1,2.7.1	~~18.~~13. Does the rescue and firefighting service able to achieve a response time not exceeding three	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	minutes to any other part of the movement area, in optimum visibility and surface conditions?		
RP A14 Vol.I,9.2.33 GM Doc9137,P1,17.2.1	~~19.~~ Is there a system of preventive maintenance of rescue and fire fighting vehicles employed to ensure the effectiveness of the equipment and compliance with the specified response time throughout the life of the vehicle? ~~20.~~ ~~21.~~14.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	EMERGENCY ACCESS ROADS		
RP A14 Vol.I,9.2.34 GM Doc9137,P1,3.2.1	~~22.~~ Is there an emergency access roads provided on an aerodrome where terrain conditions permit their construction so as to facilitate achieving minimum response times? ~~23.~~15.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~24.~~ Was the need for	[ ] Yes	☐S ☐ NS

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REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	convenient access to outside areas taken into account where fencing is established? ~~25.~~16.	[ ] No [ ] N/A	
RP A14 Vol.I,9.2.35 GM Doc9137,P1,3.2.2	~~26.~~ Are the emergency access roads capable of supporting the heaviest vehicles which will use them and be usable in all weather conditions? ~~27.~~17.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~28.~~18. Are roads within 90 m of a runway designed, constructed and maintained to prevent surface erosion and to prevent transfer of debris to an aircraft pavement surface?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.36 GM Doc9137,P1,3.2.3	~~29.~~ Are there edge markers placed at intervals of about 10 m when the surface of the road is indistinguishable from the surrounding area? ~~30.~~19.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	FIRE STATIONS		
RP A14 Vol.I,9.2.37,9.2.38 GM Doc9137,P1,2.8.1,2.8.2	~~31.~~ Are all rescue and firefighting vehicles housed in a fire station? ~~32.~~20.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~—~~Is the fire station located so that the access for rescue and firefighting vehicles into the runway area is direct and clear, requiring a minimum number of turns? 21.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	COMMUNICATIONS AND ALERTING SYSTEM		
RP A14 Vol.I,9.2.39 GM Doc9137,P1,2.9.1	~~33.~~ Is there a discrete communication system provided linking a fire station with the control tower, any other fire station on the aerodrome and rescue and firefighting vehicles? ~~34.~~ ~~35.~~22.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.40 GM Doc9137,P1,2.9.2	~~36.~~ Is there an alerting system for rescue and firefighting	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

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REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	personnel provided at all fire stations on the aerodrome? ~~37.~~23.		
	~~38.~~ Is the alerting system capable of being operated from any fire station on the aerodrome and the aerodrome control tower? ~~39.~~24.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	RESCUE AND FIREFIGHTING VEHICLES		
RP A14 Vol.I,9.2.41 GM Doc9137,P1,2.10.1,Table 2-5	~~40.~~ Are the minimum number of rescue and firefighting vehicles provided at an aerodrome in accordance with [MAS]? ~~41.~~25.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	PERSONNEL		
RP A14 Vol.I,9.2.44 GM Doc9137,P1,10.1.2	~~42.~~ Are there sufficient trained and competent personnel designated readily available to ride the rescue and firefighting vehicles and to operate the equipment at maximum capacity? ~~43.~~	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	~~44.~~26.		
STD A14 Vol.I,9.2.42	~~45.~~ Are all RFFS personnel trained to properly perform their duties in an efficient manner and participate in live fire drills commensurate with the type of aircraft type of rescue and firefighting equipment in use at the aerodrome, including pressure fed fuel fires? ~~46.~~27.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.45 GM Doc9137,P1,10.1.2 Doc9981,P1,App.1toC2, 2.2 b) 1)	~~47.~~28. Is there a task resource analysis completed in determining the minimum number of rescue and firefighting personnel required and the level of staffing documented in the Aerodrome Manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.46	~~48.~~ Are all responding RFFS personnel provided with protective clothing and respiratory equipment to enable them to perform their duties in an effective manner?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	~~49.~~29.		
STD A14 Vol.I,Att.A,18.1.4 GM Doc9137,P1,1.2.4	~~50.~~ Is there a grid map of the aerodrome and its immediate vicinity provided for the use of the aerodrome services concerned?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~51.~~30.		
	~~52.~~ Is the grid map conspicuously posted in the control tower and fire station, and available on the rescue and fire fighting vehicles and such other supporting vehicles required to respond to an aircraft accident or incident?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~53.~~31.		
STD A14 Vol.I,Att.A,18.4.1 GM Doc9137,P1,2.10.3	~~54.~~ Are there suitable rescue equipment and services available at an aerodrome where the area to be covered by the service includes water, swampy areas or other difficult environment that cannot be fully served by conventional wheeled	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	vehicles? ~~55.~~32.		
STD A14 Vol.I,Att.A,19.1	~~56.~~33. Are the authorities responsible for the operation of vehicles on the movement area ensure that the operators are properly qualified? This includes, as appropriate to the driver's function, knowledge of: a) the geography of the aerodrome; b) aerodrome signs, markings and lights; c) radiotelephone operating procedures; d) terms and phrases used in aerodrome control including the ICAO spelling alphabet; e) rules of air traffic services as they relate to ground operations; f) airport rules and procedures; and g) specialist functions as required, for example, in rescue and firefighting.?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7B-4: WILDLIFE HAZARD MANAGEMENT ~~FORM AGA ATI 0004~~

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
1.4 WILDLIFE HAZARD MANAGEMENT			
STD A14 Vol I,9.4 GM Doc9137,P3	1. Does the aerodrome operator have a problem of wildlife/bird strikes?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol I,9.4.3 GM Doc9137,P3,9.1.5	2. Are there any measures taken for reducing wildlife/bird strikes?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol I,9.4 GM Doc9137,P3,4.3,4.4,5.3	3. Does a serviceability inspection include: a) The condition of aerodrome fencing, particular in critical areas;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	b) Climatic or seasonal considerations, such as the presence of birds at certain times of the year, or related to the depth of water in drainage ponding areas;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	c) Possible shelter provided by aerodrome infrastructure such as buildings, equipment and gable markers;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	d) Wildlife hazard mitigating procedures incorporated in the environmental management procedures for the aerodrome;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	e) Off-airport attractors like animal sale yards, picnic areas, aeration facilities and waste disposal or landfill area, and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	f) Use of harassment procedures where appropriate?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,9.10.1 Generic Aerodrome Manual,P4.2,4.5	4. Does the serviceability inspection check damaged fences, open gates, and signs of attempted entry by either animals or humans?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4 GM Doc9137,P3,9.1 Doc9981,P2,C6	Does the aerodrome operator has a procedure describing the actions taken for discouraging the presence of wildlife, including: • Who is in charge of those actions and what their training is;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	• How and when these actions are carried out, including reporting and filing of these actions;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	• What equipment is used to conduct these actions;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	• Analyzes of the aerodrome vicinity and the preventive actions to be taken subsequently to discourage wildlife;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	• Monitoring of these actions, including, where applicable, the conduct of appropriate wildlife assessments; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	• Coordination with ATS.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol I,9.4.1 GM Doc9137,P3,9.1.3	Does the aerodrome operator has a procedure to: a. Record and analyze the incidents involving animals;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	b. Collect the animals' remains;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	c. Monitor the corrective actions to be taken subsequently; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	d. Report to CAA incidents involving wildlife	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,9.1.1.2,9.1.3	5. Does the aerodrome operator monitor and record, on a regular basis, the presence of birds or animals on or in the vicinity of the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are the monitoring personnel suitably trained for this purpose?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.2.4.12, Generic Aerodrome Manual,P4.13	7. Where regular monitoring confirms existence of a bird or animal hazard to aircraft operations, or when CAA so directs, is the aerodrome operator produce a bird or animal hazard management plan, which would be included as part of the Aerodrome Manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9981,P2,6.3.5,6.3.7	8. Does a comprehensive wildlife management plan including coordination among the aviation regulatory authority, airport operator, aircraft operators and the surrounding communities implemented to	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	successfully deal with land-use issues?		
GM Doc9137,P3,2.7.1	9. If directed by the CAA, is the WHMP prepared by a suitably qualified person such as an ornithologist or a biologist, etc.?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,9.1	10. Does the WHMP address: a) hazard assessment, including monitoring action and analysis;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	b) pilot notification;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	c) liaison and working relationships with land use planning authorities;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,4.3	d) on-airport bird and animal attractors which provide food, water or shelter;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	e) suitable harassment methods; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	f) an ongoing strategy for bird and animal hazard reduction, including provision of appropriate fencing?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.9	11. Does the bird and animal hazard management plan reviewed for effectiveness, on a regular basis, at least as part of each technical inspection?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,8	12. Where the presence of birds or animals is assessed as constituting an ongoing hazard to aircraft, does the aerodrome operator notify the CAA in writing, and include a warning notice for publication in the AIP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc9137,P3,8.3	13. Where a bird or animal hazard is assessed as acute, of short term or seasonal nature, are additional warning given to pilots by NOTAM?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,9.1.6 Doc9981,P2,6.3.7.1	14. Do airport operators, local government units (LGUs), and other stakeholders assist in identifying and managing wildlife issues at the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4.1	15. Does the wildlife strike hazard on, or in the vicinity of, an aerodrome assessed through: (a) the establishment of a national procedure for recording and reporting wildlife strikes to aircraft;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	(b) the collection of information from aircraft operators, aerodrome personnel and other sources on the presence of wildlife on or around the aerodrome constituting a potential hazard to aircraft operations; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	(c) an ongoing evaluation of the wildlife hazard by competent personnel?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4.2 GM Doc9137,P3,2.5.4 (c)	16. Are wildlife strike reports collected and forwarded to ICAO for inclusion in the ICAO Bird Strike Information System (IBIS) database?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4.3	17. Is an action taken to decrease the risk to aircraft operations by adopting measures to minimize the likelihood of collisions between wildlife and aircraft?	[ ] Yes [ ] No [**P**] N/A	☐S ☐ NS
GM Doc9981,P2,6.3.7.4	18. Does a bird/wildlife strike control program describe a process for liaison with non-airport agencies and local landowners, etc., to ensure that airport operator is aware of developments that may contribute to creating	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	additional bird hazards in the infrastructure, vegetation, land use and activities in the airport vicinity (e.g. crop harvesting, seed planting, ploughing, establishment of land or water features, hunting, etc., that might attract birds/wildlife)?		
STD A14Vol.I,9.4.34	19. Does the appropriate authority take action to eliminate or to prevent the establishment of garbage disposal dumps or any other source which may attract wildlife to the aerodrome, or its vicinity, unless an appropriate wildlife assessment indicates that they are unlikely to create conditions conducive to a wildlife hazard problem?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20. Invite relevant external stakeholders to quarterly Runway Safety meetings to assist with wildlife management at off airport sites?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,9.1.1.6 (d)	21. Is the operator maintaining records?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.2.4.12	22. Is the staff aware of safety requirements related to bird and animals hazards?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,9.1.3	23. Are bird and animal hazard related incidents noted, reported and followed up?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	24. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C: On-site Verification Checklist

Note:- Please insert relevant Articles/reference to National Regulations, Standards, Advisory Circulars, Aerodrome Manual etc. as relevant

Appendix 7C-1: AERODROME REPORTING

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc9774,App.1-4.1 Doc9981,P1,App.1toC2,3.1 a) Generic Aerodrome Manual,P4.1	**4.1 AERODROME REPORTING**		
STD A14 Vol.I,2.1.1	1. Are aerodrome-related aeronautical data determined and reported in accordance with the accuracy and integrity requirements set forth in the Manual of Standards for Aerodromes?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,2.13.4	2. Is there an established quality system procedure to maintain the data quality?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,2.9.2	3. Is there a procedure for monitoring the conditions of the movement area and operational status of related facilities such as: (a)construction or maintenance work; (b)rough or broken surfaces on a runway, a taxiway or an apron; (c)water on a runway, a taxiway or an apron; (d)other contaminants on a runway, taxiway or apron; (e)other temporary hazards, including parked aircraft; (f) failure or irregular operation of part or all of the aerodrome visual aids; and (g)failure of the normal or secondary power supply?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,2.9.1	4. Is there an arrangement to provide the appropriate aeronautical information service unit information regarding condition of the movement area and the operational status of related facilities?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,2.9.2	5. Is there an arrangement to provide the appropriate air traffic service unit information regarding the condition of the movement area and the operational status of related facilities that has significance to aircraft operation?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,2.9.1	6. Does the arrangement ensure timely provision of such information to arriving and departing aircraft?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,2.9.1	7. Does the arrangement ensure that the above-mentioned information is kept up to date?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,2.9.1	8. Does the arrangement ensure any changes on the above information are reported immediately to the appropriate authority?	[ ] Yes [ ] No [ ] N/A	□S □ NS
GM Doc9981,P1,2.4.4	9. Whenever a change to the aerodrome physical characteristics, facilities or equipment is proposed, does the aerodrome operator has a procedure for evaluating the impact of this change on the safety of the existing operation?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,2.9.4 GM Doc9981,P2,C2	10. Does the aerodrome operator have means or arrangement to ensure that the personnel assessing	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	and reporting runway surface conditions are trained and competent to meet criteria set by CAA?		
STD A14 Vol.I,2.9.5-2.9.7 GM Doc9981,P2,C2	11. Is the runway surface condition reported through a runway condition code (RWYCC) and described using the following terms? DRY STANDING WATER WET	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD&RP A14 Vol.I,2.9.9,2.9.10,10.2.3,10.2.4,10.2.8 GM Doc9981,P2,C2 Cir355	12. Is there a procedure or arrangement to notify the relevant aerodrome users when the friction level of a paved runway or portion thereof is less than the minimum friction level?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD&RP A14 Vol.I,2.9.9,2.9.10,10.2.3,10.2.4,10.2.8 GM Doc9981,P2,C2 Cir355	13. Does the procedure or arrangement ensure that the notification specifies the location or portion of the runway with which the friction level is below the minimum?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Generic Aerodrome Manual,P4.1	14. Is there a procedure or arrangement to report to CAA infringements or potential infringements of the OLS?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Generic Aerodrome Manual,P4.1	15. Does the procedure or arrangement ensure that information on new obstacles is passed on to pilots through NOTAM?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
Generic Aerodrome Manual ,P4.1	16. Does the procedure or arrangement ensure that the following information is included when reporting new obstacle? (a)the nature of the obstacle (for instance structure or machinery); (b)distance and bearing of the obstacle from the start of the take-off end of the runway if the obstacle is within the take-off area, or else from the ARP; (c)height of the obstacle in relation to the aerodrome elevation; and if it is a temporary obstacle, the time it exists as an obstacle.	[ ] Yes [ ] No [ ] N/A	□S □ NS
Generic Aerodrome Manual,P4.1 GM Doc9774,App.1-4.1	17. Are the particulars of the procedures for reporting any changes to aerodrome information or for requesting the issuance of a NOTAM included in the aerodrome manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc9981,P1,2.4.3.3,Att.toC8,5.13 c)	18. Is there an arrangement or means to report significant objects found during inspection, such as parts which may have fallen from aircraft, or the remains of birds which may have been struck by an aircraft, immediately to Air Traffic Control, where appropriate, and to the CAA?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	19. Does the arrangement include details of coordination with ATC during normal and outside the normal hours of operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20. Is there an arrangement to report changes (temporary or permanent) in the published aerodrome information including additional changes to current permanent NOTAMs to NOTAM Office?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	21. Is there an arrangement to report changes (temporary or permanent) in the published runway information including further changes to information contained in current permanent NOTAMs to ATC or the NOTAM office?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	22. Is there an arrangement to report changes in the level of protection that is normally available at the aerodrome for rescue and firefighting to NOTAM Office?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	23. Is there an arrangement to report aerodrome works, including time-limited works that require more than 10 minutes to re-instate to serviceable order, affecting runways or the obstacle limitation surfaces to ATC or the NOTAM Office?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	24. Is there an arrangement to report to the NOTAM office information regarding unserviceable portions of the runway?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	25. Is there an arrangement to report to ATC or the NOTAM office outages or failures beyond the specified limits in aerodrome lighting?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	26. Is there an arrangement to report to ATC or the NOTAM office outages or failures beyond the specified limits in obstacle lighting?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	27. In the event of an obstacle light outage, does the arrangement ensure that the notification or reporting is done immediately if such obstacle light has been determined by CAA as being a requirement for aircraft operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	28. Does the arrangement ensure that a NOTAM action is initiated to advise pilots of such light outage?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	29. Does the arrangement ensure that the aerodrome operator liaise with the owner of the obstacle light to effect a speedy repair?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	30. For obstacles located outside the obstacle limitation surface area of the aerodrome, is there coordination arrangement to ensure that the owners of the lights establish a program monitor and report to CAA or ATC obstacle light failures?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	31. Is there an arrangement to report temporary obstacles to aircraft operations to NOTAM office?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	32. Is there an arrangement to report temporary obstacles to	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	aircraft operations to ATC?		
	33. Is there an arrangement to ensure that the aerodrome operator report to ATC or the NOTAM office any significant increase in, or concentration of birds or animals on or in the vicinity of the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	34. Is there an arrangement to report changes in excess of 0.05% of the published gradient data to NOTAM office?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	35. Is there an arrangement to report to the ATC or the NOTAM office any emergence of new obstacles?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	36. Is there a procedure or arrangement to report to the ATC or the NOTAM office the unserviceability and return to service of a radio navigation aid or landing aid owned by the aerodrome operator?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	37. Is there a procedure or arrangement to report to NOTAM office or ATC any other significant event which affects the safety of	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	aircraft using the aerodrome?		
	38. Is there a procedure or arrangement to report to ATC changes resulting in obstruction of the OLS?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	39. Is there an arrangement to ensure reports are carried out as expeditiously as possible to ATC and subsequent NOTAM issued as appropriate?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	40. Is there a procedure for reporting time-limited NOTAM?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	41. Is there a procedure for reporting permanent NOTAM?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	42. Is there a procedure for making changes to aerodrome information published in AIP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	43. Is there an arrangement or procedure to report in writing to CAA-AIS changes to AIP information which does not have an immediate impact on the safety of aircraft operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	44. Is there an arrangement to ensure information regarding certification status of the aerodrome is reported directly to CAA-AIS by the aerodrome operator?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	45. Does the arrangement ensure that reports when reporting changes for NOTAM action includes the following: (a) aerodrome name; (b) the aerodrome facility affected and details of unserviceability; (c) reason for change; (d) start time and expected end time of the unserviceability; and (e) daily duration or time schedule of the unserviceability, where applicable?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	46. Is there a process or procedure for checking the accuracy of NOTAM?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	47. Are there procedures or arrangements for keeping records of reports made for NOTAM action or for changes in the AIP information?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	48. Does the record/logbook shows details of all reports and subsequent NOTAM or changes to AIP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	49. Are copies of reports and NOTAMS kept with the logbook?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	50. Are the names of persons making the reports and his contact details included in the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	51. Are the names of the reporting officers responsible for reporting changes and his contact details during and after working hours included in the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	52. Did the aerodrome operator appoint a suitably trained person/s as the nominated reporting officer/s?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	53. Is the nomination/s of the reporting officer notified in writing to the NOTAM office and CAA?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	54. Are persons other than employees of the aerodrome operator appointed as aerodrome reporting officers have appropriate training and experience?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	55. Does the reporting officer possess the following attributes? (a) a sound knowledge of the physical characteristics of the aerodrome movement area, the aerodrome obstacle limitation	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	surfaces, aerodrome markings, lighting and ground signals and essential aerodrome safety equipment; (b) an understanding of the aerodrome information included in AIP; (c) the ability to carry out a serviceability inspection of (d) procedures the aerodrome; (e) a knowledge of the aerodrome emergency procedures; and (f) a knowledge of the NOTAM system and the ability to carry out aerodrome reporting.		

Appendix 7C-2: ACCESS TO THE AERODROME MOVEMENT AREA

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,2.9 GM Doc9774,App.1-4.2 Doc9981,P1,App.1toC2,3.1 b)	**4.2 ACCESS TO THE AERODROME MOVEMENT AREA** *Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:*		
Generic Aerodrome Manual,P4.2	1. the roles of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity and other government departments, as applicable.	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	2. the names and roles of the persons who are responsible for controlling access to the movement area and the telephone numbers for contacting them during and after working hours.	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	3. particulars of information about preventing the unauthorized entry of persons, vehicles, equipment, plant or animals, or other things that may endanger aircraft safety, into the movement area.	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	4. Does it include details of the arrangements for controlling airside access?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	5. aerodromes catering for air transport operations, a fence or other suitable barrier are provided around the movement area of the aerodrome.	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
STD A14 Vol.I,9.10	**Facilities**		
	6. Does aerodrome operators comply with regulations for providing a fence or suitable barriers to aerodromes and off-aerodrome ground installations and facilities, including sewers, ducts and tunnels as well as the requirements for the lighting of security fences and barriers?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	7. Does the physical control measures in place in accordance with the aerodrome manual?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	8. Are adequate and suitable staff and resources available?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	Procedures		☐S ☐ NS
	9. Are the arrangements for controlling airside access in accordance with the aerodrome manual?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	10. Is the staff aware of safety requirements related to unauthorized entry?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	11. Are any conditions or exemptions complied with?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	Product Check		☐S ☐ NS
	12. Was airside control observed to be effective and in accordance with the manual?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	Feedback		☐S ☐ NS
	13. Are unauthorized entry incidents noted, reported and followed up?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS
	List of documents checked. If yes, what are the documents checked?	☐ Yes ☐ No ☐ N/A	☐S ☐ NS

Appendix 7C-3: AERODROME EMERGENCY PLAN (AEP)

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,9.1 GM Doc9137,P7 Doc9774,App.1-4.3 Doc9981,P1, App.1toC2,3.1 c) Generic Aerodrome Manual,P4.3	**4.3 AERODROME EMERGENCY PLAN** *Particulars of the aerodrome emergency plan, including the following:*		
STD A14 Vol.I,9.1.1	1. Is there an Aerodrome Emergency Plan (AEP) in place that commensurate to an aircraft operating in the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.1.12	2. Does the AEP contain procedures for periodic testing of the adequacy of the plan and for reviewing the results in order to improve its effectiveness? The currency and adequacy of the AEP must be reviewed at least once every twelve (12) months.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.1.13 GM Doc9137,P7,13.5.1	3. Is the plan tested by conducting: (a) a full-scale aerodrome emergency exercise at intervals not exceeding two years and partial emergency exercises in the intervening year to	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	ensure that any deficiencies found during the full-scale aerodrome emergency exercise have been corrected? or (b) a series of modular tests commencing in the first year and concluding in a full-scale aerodrome emergency exercise at intervals not exceeding three (3) years? and (c) reviewed thereafter, or after an actual emergency, so as to correct any deficiency found during such exercises or actual emergency?		
Generic Aerodrome Manual,P4.3	4. Has the aerodrome operator established and chaired an Aerodrome Emergency Committee (AEC)?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	5. Does the AEC includes representatives of agencies on and off the aerodrome that would be likely to be asked to assist in an emergency?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	6. Does the manual contain details of the members of the aerodrome emergency committee and contact details for each member?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	7. Does it contain a description of the role of each emergency service organization involved in the plan?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	8. Is the AEC responsible for the development of the AEP which includes procedures for coordinating the responses of assisting agencies?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,9.1.13 a)	9. Does the plan ensure that a full scale emergency exercise must be carried out at least once every two years, commensurate with the size and scale of operations at the airport, unless the emergency plan was activated for a major emergency within the two (2) year period?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	10. Does the manual include that a partial exercise is to be conducted in the intervening year?	[ ] Yes [ ] No [ ] N/A	□S □ NS
GM	11. Does the AEP include	[ ] Yes	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
Doc9137,P7,2.2 Doc9774,App.1-4.3	organizational and procedural arrangements for responding to at least the following situations: • aircraft emergencies; • local standby and full emergency; • sabotage including bomb threats; • unlawfully seized aircraft; • disabled aircraft; • hazardous material incident; • building fire and natural disaster; • public health emergencies; or • medical emergency.	[ ] No [ ] N/A	
GM Doc9137,P7,2.2.3	12. Does the manual clearly defines the activation sequence including call out arrangements for Local Standby and Full Emergency?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,9.1.5 e) GM Doc9137,P7,7.1.1	13. Is a grid map of the aerodrome and its vicinity provided with detailed location of primary and secondary access gates?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	14. Are the grid maps made available to all responding agencies?	[ ] Yes [ ] No	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
GM Doc 9137, P7,3.5.1 Practices CASA MOS, Part 139, 24.01	15. Does the plan includes the responsibility of the AEC to ensure that the level and availability of emergency equipment and services are adequate for the aerodrome? 16.15.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.1.14	17. Does the plan includes ready availability and coordination of appropriate specialist agencies able to respond to an emergency where an aerodrome is located close to water and/or swampy areas and where a significant portion of approach or departure operations takes place over those areas? 18.16.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.1.15	19. Does the plan include the establishment, testing and assessment at regular intervals of a predetermined response for the specialist rescue services at those aerodromes located close to water and/or swampy areas, or difficult terrain?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	~~20.~~17.		
STD A14 Vol.I,9.1.16	~~21.~~18. Does the plan include an assessment of the approach and departure areas within 1000 m of the runway threshold to determine the options available for intervention?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.1.3	~~22.~~19. Does the plan coordinate the response or participation of all existing agencies which, in the opinion of the appropriate authority, could be of assistance in responding to an emergency?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Practices CASA MOS, Part 139, 24.02	~~23.~~20. Does the plan ensure that records and reviews of exercises including real emergencies are kept and retained for at least three (3) years?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Practices CASA MOS, Part 139, 24.02	~~24.~~ Does the Disabled Aircraft Removal Plan (DARP) prepared by aerodrome operators ensure continuity of airport operation as part of AEP? ~~25.~~21.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.3.1	~~26.~~ Is a DARP plan for the removal of an aircraft disabled on, or adjacent to, the	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	movement area established at the aerodrome? ~~27.~~22.		
	23. Does the DARP designate a coordinator to implement the plan, when necessary?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.3.2	~~28.~~24. Is the plan based on the characteristics of the aircraft that normally operates at the aerodrome, and include among other things: a) a list of equipment and personnel on, or in the vicinity of, the aerodrome which would be available for such purpose; and b) an arrangement for the rapid receipt of aircraft recovery equipment kits available from other aerodromes.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,2.10.1,2.10.2,9.3.1,9.3.2	~~29.~~25. Does the plan ensure that the information concerning the capability to remove an aircraft disabled on or adjacent to the movement area is published in the AIP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Practices CASA MOS, Part 139, 24.02	~~30.~~26. Is the aerodrome emergency plan	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	commensurate with the scale and type of aircraft operations, the surrounding geography and other activities conducted at the aerodrome?	[ ] N/A	
	~~31.~~27. With the assistance of the AEC, does the aerodrome certificate holder planned for the worse type of emergency situations that might conceivably occur with respect to size, location, timing and weather?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Practices CASA MOS, Part 139, 11.12	~~32.~~28. The off-aerodrome responding agencies will have been established to deal with most, if not all, emergency situations occurring in the community. Therefore, does the aerodrome emergency procedures have the highest degree of similarity with the procedures used in the community generally?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.1.6	~~33.~~29. Does the plan observe Human Factors principles to ensure optimum response by all existing agencies participating in emergency operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~34.~~30. On a larger aerodrome, is there Medical Subcommittee established to delegate the preparation of the	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	medical plan?		
	~~35.~~31. Does the medical sub-committee plan the deployment of medical personnel called to an aircraft emergency;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~36.~~32. Does the medical sub-committee develop procedures for triage, emergency treatment and movement of casualties; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~37.~~33. Does the medical sub-committee nominate a coordinator of crash site medical resources?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~38.~~34. Are the facilities used in the responses by the various agencies including communications systems tested at intervals not exceeding one year?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.1.7,9.1.8 GM Doc9137,P7,App.2,1 c)	~~39.~~35. Is there a fixed emergency operation center and a forward mobile command post available for use in an emergency?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~40.~~36. Is there a establishment and manning of emergency operations centres and mobile command posts, and for communication between them?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~41.~~37. Is the fixed emergency operations center (EOC) part of the aerodrome facilities and be used to co-ordinate	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	and direct the overall response to the emergency.		
	~~42.~~38. The location and staffing of the emergency operations center clearly identified in the plan.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	39. Is the forward mobile command post easily recognizable structure capable of being moved rapidly to the scene of an emergency?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~43.~~40. Is the aerodrome emergency plan clearly set out the discrete roles of the emergency operations center (EOC) and the forward command post, highlighting the physical location of the emergency coordinator?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol I,9.1.10	~~44.~~41. Is there a person to assume control of the emergency operations center *(Responsible Official)* and, when appropriate, another person *(Incident Commander)* the command post *(Incident/Mobile Command Post)*.*?*	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
RP A14 Vol I,9.1.11	~~45.~~42. Is there an adequate communication systems linking the command post and the emergency operations center with each other and with the participating agencies in accordance with the plan and consistent with the particular requirements of the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~46.~~43. Area the details of the command, control and coordination of the emergency service organizations observed during an emergency?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P7,3.4.1	~~47.~~44. As soon as any police presence is established at the scene of an aerodrome emergency or exercise, is the senior police officer required to assume overall coordination of the agencies responding to the emergency?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~48.~~45. Is the person who initially assumes coordination of the situation hand over to police when they arrive?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P7,4.2.5	~~49.~~46. Is the police responsible for guarding any aircraft wreckage on behalf of Aircraft Accident Investigation and Inquiry Board (AAIIB)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
Practices CASA MOS, Part 139, 24.03	~~50.~~47. And the arrangements to return the aerodrome to operational status after an emergency?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~51.~~48. And arrangements for reviewing actual emergencies or exercises as soon as practicable to assess the plan's adequacy and take corrective action?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~52.~~49. And keeping records of each review for at least 3 years?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~53.~~50. And arrangements to ensure that the exercise tests the coordination of the emergency services and the adequacy of the procedures and facilities provided for in the plan?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~54.~~51. Does the manual observe human factor principles?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~55.~~52. Are the current membership and contact arrangements for the Aerodrome Emergency committee updated?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~56.~~53. Is the frequency of meetings in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~57.~~54. Are all of the necessary participating/responding agencies adequately represented?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~58.~~55. Are copies of the AEP distributed in accordance	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	with the manual?	[ ] No [ ] N/A	
	~~59.~~56. Is the staff aware of safety requirements for emergency planning?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~60.~~57. CAA staff may/may not attend AEP exercises. If it is considered necessary to attend, the check should be done as an observation exercise. In other cases, the following product check can be conducted from records kept by the operator.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~61.~~58. Was the exercise planned in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~62.~~59. Date of last exercise?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~63.~~60. Did the appropriate agencies attend?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~64.~~61. Was an appropriate objective tested?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~65.~~62. Were appropriate amendments made to the AEP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~66.~~63. List of documents checked.	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	If yes, what are the documents checked?	[ ] N/A	

Appendix 7C-4: RESCUE AND FIRE-FIGHTING

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,9.2 GM Doc9137,P1 Doc9774,App.1,-4.4 Doc9981,P1,Att.CtoC2,5.4 Generic Aerodrome Manual,P4.4	**4.4 RESCUE AND FIRE-FIGHTING** *Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and firefighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.*		
STD A14 Vol.I,9.2.1	1. Are all aerodromes provided with rescue and firefighting service taking into account the aerodrome location and surrounding terrain?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.2	2. When an aerodrome is located close to water or swampy areas, or difficult terrain, are there any special rescue services and firefighting equipment appropriate to the hazard and risk available?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.44 GM Doc9137,P1,10.1.2	3. During flight operations, are there sufficient trained and competent personnel designated to be readily available to ride the rescue and fire fighting vehicles and to operate the equipment at maximum capacity?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are these personnel deployed in a way that ensures minimum	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	response times is achieved and continuous agent application at the appropriate rate is fully maintained?		
	5. Are there considerations given for personnel to use hand lines, ladders and other rescue and firefighting equipment normally associated with aircraft rescue and firefighting operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.5 GM Doc9137,P1,2.1.2,Table2-1 Doc9774,App.1-3.2 (q)	6. Is the level of protection provided at the aerodrome for RFFS categorized appropriately based on the longest aeroplane normally using the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.7	7. During periods of reduced activity, is there a provision that the level of protection for RFFS available at the aerodrome will be no less than that needed for the highest category of aeroplane planned to use the aerodrome during that time, irrespective of the number of movements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,2.11.3 GM	8. Are changes in the level of protection	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
Doc9137,P1,16.1.3	normally available at an aerodrome for rescue and firefighting notified to the appropriate Air Traffic Service (ATS) unit and Aeronautical Information Service (AIS) unit to enable those units to provide the necessary information to arriving and departing aircraft?	[ ] N/A	
RP A14 Vol.I,2.11.4 GM Doc9137,P1,16.1.2	9. Are the changes expressed in terms of the new category of level of protection available?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.8 GM Doc9137,P1,2.2.1	10. Are both principal and complementary agent provided at the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.10 GM Doc9137,P1,2.2.3 a)	11. Is the RFFS using dry chemical powders as complementary extinguishing agent suitable for extinguishing hydrocarbon fires?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.11,Table 9-2 GM Doc9137,P1,2.3.1,Table 2-3	12. Are the amounts of water for foam production and complementary agents on the RFFS vehicles in accordance with the aerodrome category in table 14-2?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD&RP A14 Vol.I,9.2.14,9.2.15 GM Doc9137,P1,2.3.4	13. Is the quantity of foam concentrates separately provided on vehicles for foam production in proportion to the quantity of water provided and the foam concentrate selected?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	14. Is the amount of foam concentrate provided on a vehicle sufficient to produce at least two loads of foam solution?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD&RP A14 Vol.I,9.2.12,9.2.13 GM Doc9137,P1,2.3.7	15. At aerodromes where operations by aeroplanes larger than the average size in a given category are planned, are the quantities of water recalculated and the amount of water for foam production and the discharge rates for foam solution increased accordingly?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,9.2.19 GM Doc9137,P1,8.2.4	16. Are the complementary agents provided comply with the appropriate specifications of the International Organization for Standardization (ISO)?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.2.16 GM Doc9137,P1,3.1.1	17. Are there provision for supplementary water supplies for the expeditious replenishment of	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	rescue and fire fighting vehicles at the scene of an aircraft accident?		
RP A14 Vol.I,9.2.26	18. Are the rescue equipment commensurate with the level of aircraft operations shall be provided on the rescue and fire fighting vehicle(s)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.2.27 GM Doc9137,P1,2.7.1	19. Was the operational objective of the rescue and firefighting service achieved a response time not exceeding three minutes to any point of each operational runway, in optimum visibility and surface conditions?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.32 GM Doc9137,P1,2.7.3	20. Does any vehicles, other than the first responding vehicles, required to deliver the amounts of extinguishing agents ensuring continuous agent application arrives no more than four minutes from the initial call?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,9.2.33 GM Doc9137,P1,2.10.4,17.2.1	21. Is there a preventive maintenance system of RFFS vehicles to ensure effectiveness and compliance with the specified response time throughout the life	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	of the vehicle?		
RP A14 Vol.I,9.2.34 GM Doc9137,P1,3.2.1	22. Are there adequate emergency access roads provided on the aerodrome where terrain conditions permit their construction so as to facilitate achieving minimum response times?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	23. Is there a provision of ready access to approach areas up to 1,000 meters from the threshold, or at least within the aerodrome boundary?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	24. Where fencing is established, is the need for convenient access to outside areas were taken into account?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.2.35 GM Doc9137,P1,3.2.2	25. Is the emergency access road capable of supporting the heaviest vehicles in all weather conditions?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	26. Are the emergency access roads within 90 m of a runway designed, constructed and maintained to prevent surface erosion and to prevent transfer of debris to an aircraft pavement surface?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	27. Are sufficient vertical clearance provided from overhead obstructions for the largest vehicles?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.2.36 GM Doc9137,P1,3.2.3	28. Are there edge markers in place at intervals of about 10 m when the surface of the road is indistinguishable from the surrounding area?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.2.37,9.2.38 GM Doc9137,P1,2.8.1,2.8.2	29. Can the fire station house all the vehicles?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	30. Is the fire station located with direct and clear access into the runway area requiring minimum number of turns?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.2.39 GM Doc9137,P1,2.9.1	31. Is there a discrete communication system provided linking the fire station with the control tower, any other fire station on the aerodrome and rescue and firefighting vehicles?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.2.40 GM Doc9137,P1,2.9.2	32. Is there an alerting system for rescue and firefighting personnel provided at all fire stations on the aerodrome?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	33. Is the alerting system	[ ] Yes	□S □ NS

<table>
<tr><th rowspan="2">REFERENCE</th><th rowspan="2">QUESTIONS</th><th colspan="2">REVIEW BY AERODROME INSPECTOR/S</th></tr>
<tr><th>STATUS</th><th>REMARKS</th></tr>
<tr><td></td><td>capable of being operated from any fire station on the aerodrome and the aerodrome control tower?</td><td>[ ] No
[ ] N/A</td><td></td></tr>
<tr><td>RP
A14 Vol.I,9.2.41
GM
Doc9137,P1,2.10,Table 2-5</td><td>34. Is the number of vehicles meets the
<table><tr><th>erodrome category</th><th>Number of RFFS vehicles</th></tr><tr><td>1</td><td>1</td></tr><tr><td>2</td><td>1</td></tr><tr><td>3</td><td>1</td></tr><tr><td>4</td><td>1</td></tr><tr><td>5</td><td>1</td></tr><tr><td>6</td><td>2</td></tr><tr><td>7</td><td>2</td></tr><tr><td>8</td><td>3</td></tr><tr><td>9</td><td>3</td></tr><tr><td>10</td><td>3</td></tr></table>Table 14-3 Number of RFFS vehicles
requirements in accordance with table 14-3?</td><td>[ ] Yes
[ ] No
[ ] N/A</td><td>☐S ☐ NS</td></tr>
<tr><td>STD
A14 Vol.I,9.2.42</td><td>35. Are all RFFS personnel appropriately trained and have participated in live fire drills?
• Initial fire-fighter requirements?
• Continuing training?
• Pressure fed fuel fires?</td><td>[ ] Yes
[ ] No
[ ] N/A</td><td>☐S ☐ NS</td></tr>
<tr><td>RP
A14 Vol.I,9.2.45
GM
Doc9137,P1,10.1.2,10.5.1</td><td>36. Was a Task Resource Analysis (TRA) conducted to determine the minimum number of firefighting personnel?</td><td>[ ] Yes
[ ] No
[ ] N/A</td><td>☐S ☐ NS</td></tr>
<tr><td>STD
A14 Vol.I,9.2.43</td><td>37. Are the RFFS personnel training program include</td><td>[ ] Yes
[ ] No
[ ] N/A</td><td>☐S ☐ NS</td></tr>
</table>

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	training in human performance, including team coordination?		
STD A14 Vol.I,9.2.46	38. Are all RFFS personnel provided with proper personal protective clothing and respiratory equipment to enable them to perform their duties in an effective manner?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Generic Aerodrome Manual,P4.4	39. Does the manual include the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	40. Does the manual include procedures for meeting the needs of a RFFS, including the information on facilities, equipment, personnel and vehicles?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	41. Is the operator maintaining records in accordance with the aerodrome manual and/or Fire Service Manual SOPs?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,18.1.4	42. Are adequate and suitable staff and resources available including grid map in	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	each vehicle?		
	43. Are the current procedures specified in the manual able to be verified?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	44. Procedures for testing equipment provided?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	45. Is the communication system tested in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	46. Do field inspections of RFFS facilities and records confirm on-going compliance with existing procedures?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	47. Are RFFS-related hazards, incidents and accidents noted, reported and followed up?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	48. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	□S □ NS

Appendix 7C-5: INSPECTION OF THE MOVEMENT AREA BY THE AERODROME OPERATOR

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc9774,App.1-4.5 Doc9981,P1,App.1toC2,3.1 e),P2,C3 Generic Aerodrome Manual,P4.5	**4.5 INSPECTION OF THE MOVEMENT AREA BY THE AERODROME OPERATOR** *Particulars of the procedures for the inspection of the aerodrome movement area, including the following:*		
STD A14 Vol.I,2.9.3 Generic Aerodrome Manual ,P4.5	1. Does the operator of a certified aerodrome require an arrangement for aerodrome serviceability inspections to be carried out at least 2 times each day including one inspection during hours of darkness, and additionally after a natural phenomena such as severe wind or rain storm, earthquake, or when requested by air traffic control or by CAA?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Is serviceability inspections which are subject to CAA agreement and the frequency of inspections may be reduced to not less than 2 per week at aerodromes with low numbers of traffic movements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	3. At aerodromes restricted to VFR operations, is the serviceability inspection conducted before the first aircraft movement during daylight hours?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	4. Does the notification of changes in the published aerodrome information or any other occurrence or emergency affecting the availability of the aerodrome and safety of aircraft using the aerodrome are being reported?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	5. When carrying out serviceability inspections, are checklists used for reporting any changes in the aerodrome information or for request of issuance of NOTAMs included in the aerodrome manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	6. During an inspection, are there arrangements and means of communication with ATC regarding significant objects found in the movement areas?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	7. Does the serviceability inspection include the following surface conditions:	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	(a) ponding of water; (b) pavement cracking or spalling; (c) rubber build up; (d) surface irregularities; (e) damage caused by spillage of corrosive fluids; (f) pipe drain faults particularly in fine grain non cohesive sub grades, in high rainfall areas; (g) scour or erosion ditches; (h) termite mounds or other ground obstacles obscured by long grass; (i) soft ground, particularly in combination with surface roughness and slipperiness; and (j) any other sign of pavement distress which has the potential to develop quickly into a hazardous situation.		
	8. Does the serviceability inspection include checking the following conditions of aerodrome markings, lightings, WDIs, and ground signals? (a) loss of visibility of	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	markers and markings; (b) use of incorrect markers and markings; (c) any disturbance to level and alignment of lights; (d) visual light intensity consistency check (does a light stand out less bright than others in the same system?) (e) discolored or dirty lenses; (f) outage lamps, incorrect lamps fitted, or lamps fitted wrongly; (g) the condition of the frangibility of light bases; (h) exposed edges around footings and other aerodrome installations; (i) damage to wind indicator assembly or mounting; and (j) damage to wind indicator sleeve fabric, or loss of conspicuous color.		
	9. Does the serviceability inspection also include the following? (a) foreign objects,	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	such as aircraft fastening devices and other parts; (b) mechanics tools, small items of equipment and personal items; (c) debris, such as sand, loose rocks, concrete, wood, plastic, pieces of tire and mud; and (d) with particular vigilance during and after construction activity, any debris or material which may have been generated by vehicle movement, spillage, storage other extraneous activity.		
Generic Aerodrome Manual ,P4.5.5	**Wildlife on, or in the vicinity of, the movement area**		☐S ☐ NS
	10. Does a serviceability inspection checklist include wildlife on or in the vicinity of the movement area?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. Does a serviceability inspection checklist for wildlife include the following? (a) the condition of aerodrome fencing, particularly in critical areas; (b) climatic or seasonal considerations, such as the presence of birds at certain	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	times of the year, or related to the depth of water in drainage ponding areas; (c) possible shelter provided by aerodrome infrastructure such as buildings, equipment and gable markers; (d) wildlife hazard mitigating procedures incorporated in the environmental management procedures for the aerodrome; (e) off-airport attractors like animal sale yards, picnic areas, aeration facilities and waste disposal or landfill areas, and (f) use of harassment procedures where appropriate		
Generic Aerodrome Manual ,P4.5.6	**Currency of NOTAMs**		
	12. Does a serviceability inspection checklist include any outstanding NOTAMs which are current?	[ ] Yes [ ] No [ ] N/A	□S □ NS
Generic Aerodrome Manual ,P4.5.5	**Aerodrome Fencing**		□S □ NS
	13. Does a serviceability inspection include checking of damaged fences, open gates and signs of attempted entry by either animals or humans?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,9.10.1,9.10.2	14. Is there a fence or other suitable barrier provided in the aerodrome to prevent the entrance to the movement area of animals large enough to be a hazard to aircraft and to deter the inadvertent or premeditated access of an unauthorized person onto a non-public area of the aerodrome?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,9.10.3	15. Are there means of protection provided to deter the inadvertent or premeditated access of unauthorized persons into ground installations and facilities essential for the safety of civil aviation located off the aerodrome?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,9.10.4	16. Is the fence or barrier located so as to separate the movement area and other facilities or zones on the aerodrome vital to the safe operation of aircraft from areas open to public access?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,9.10.5	17. When greater security is thought necessary, is there a cleared area provided on both sides of the fence or barrier to facilitate the work of patrols and to make trespassing more	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	difficult?		
STD A14 Vol.I,9.10.5	18. Is there a consideration given to the provision of a perimeter road inside the aerodrome fencing for the use of both maintenance personnel and security patrols?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.11	**Security Lighting** 19. Where it is deemed desirable for security reasons, is a fence or other barrier provided for the protection of international and domestic aerodromes and its facilities illuminated at a minimum essential level?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,9.11	20. Is there a Consideration given by the aerodrome operator in locating the lights so that the ground area on both sides of the fence or barrier, particularly at access points, is illuminated?	[ ] Yes [ ] No [ ] N/A	□S □ NS
Generic Aerodrome Manual,P4.5.8	21. Does the aerodrome operator maintain aerodrome inspection records in the form of logbooks or similar for recording the date and time of each aerodrome serviceability inspection?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	22. Are records retained for at least 2 years and kept in a secured location?	[ ] Yes [ ] No	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
Generic Aerodrome Manual,P4.5.7	23. Are there arrangements for reporting the results of each inspection and any action taken to ensure correction of unsafe conditions? and	[ ] Yes [ ] No [ ] N/A	□S □ NS
Generic Aerodrome Manual,P4.5.2	24. Are the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours provided?	[ ] Yes [ ] No [ ] N/A	□S □ NS
Generic Aerodrome Manual,P4.5	**Obstacles Infringing the take-off, approach and transitional surfaces** 25. Does the aerodrome operator have procedures in place and equipment available to enable inspection personnel to identify objects protruding through the OLS? Equipment should include appropriate instrumentation, such as: a) a hand held clinometer; b) 'sighting plane' installations; or c) formal survey equipment.	[ ] Yes [ ] No [ ] N/A	□S □ NS

Appendix 7C-6: **VISUAL AIDS AND AERODROME ELECTRICAL SYSTEMS**

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,C5,C8 GM Doc9157,P4,P5 Doc9774,App.1-4.6 Generic Aerodrome Manual,P4.8	**4.6 VISUAL AIDS AND AERODROME ELECTRICAL SYSTEMS**		
STD A14 Vol.I,5.3.1.1	***Lights which may endanger the safety of aircraft*** 1. Are non-aeronautical ground light near an aerodrome which might endanger the safety of aircraft extinguished, screened or otherwise modified so as to eliminate the source of danger.	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.1.2	2. Are there Laser emissions which may endanger the safety of an aircraft ? 3. Are the following protected zones established around the aerodrome, to protect the safety of aircraft against the hazardous effects of laser emitters? —a laser-beam free flight zone (LFFZ) —a laser-beam critical flight zone (LCFZ —a laser-beam sensitive flight zone (LSFZ).	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.1.3	4. Lights which may cause confusion (a) Does a non-aeronautical ground light which, by reason of its intensity, configuration or color, might prevent, or cause confusion in, the clear interpretation of aeronautical ground lights must be extinguished, screened or otherwise modified so as to eliminate such a possibility. In particular, attention must be directed to a non-aeronautical ground light visible from the air within the areas described hereunder: i.) Instrument runway — code number 4: within the areas before the threshold and beyond the end of the runway extending at least 4 500 m in length from the	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	threshold and runway end and 750 m either side of the extended runway center line in width. ii.) Instrument runway — code number 2 or 3: as in a), except that the length should be at least 3000 m. iii) Instrument runway — code number 1; and non-instrument runway: within the approach area.		
STD A14 Vol.I,5.3.1.1	5. Are existing or proposed non-aeronautical ground light in the vicinity of an aerodrome, notified to the relevant CAA office for a safety assessment?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9157,P6	**Light fixtures and supporting structures** 1. Are all aerodrome light fixtures and supporting structures of minimum weight? 2. If yes to question no.1, are they frangible? 3. Does it follow the standards for visual aids stipulated while being fit for the function, and frangible and are made in accordance with the provisions of (MAS) and the Aerodrome Design Manual, Part 6 (in preparation).	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.1.4	Elevated approach lights 4. Are elevated approach lights and the supporting structures frangible except that, in that portion of the approach lighting system beyond 300 m from the threshold:	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.1.4 a)	5. Are the height of a supporting structure exceeds 12 m, the frangibility requirement shall apply to the top 12 m only; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.1.4 b)	6. Does supporting structure surrounded by non-frangible objects, only that part of the structure that extends above the surrounding objects is frangible.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.1.5	7. Does approach light fixture or supporting structure not in itself sufficiently conspicuous were appropriately marked.	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
STD A14 Vol.I,5.3.1.6	Elevated lights 8. Does elevated runway, stopway and taxiway lights must be frangible and sufficiently low to preserve clearance for propellers and the engine pods of jet aircraft. In general, they shall not be more than 360 mm above the ground.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Are elevated lights, in general, are preferable to inset lights, because they provide a larger aperture from which light signals can be seen is used in all cases except: a) where the use of inset lights is specified in this Chapter, or b) where it is not practicable to use elevated lights. Note:- Elevated lights are not practicable on pavements where aircraft or vehicles travel or in areas subject to significant jet blast.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.1.7	Surface lights or Inset lights 10. Does inset lights, also known as in-pavement lights must not: a.) Be constructed with sharp edges;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	b.) project more than 25 mm above the surrounding surface at locations where the lights will not normally come into contact with aircraft wheels, such as threshold lights, runway end lights and runway edge lights; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	c.) project more than 13 mm above the surrounding surface at locations which will normally come into contact with aircraft wheels, such as runway centerline lights, touch down zone lights and taxiway centerline lights.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.1.7	11. Are Light fixtures inset in the surface of runways, stop ways, taxiways and aprons designed and fitted as to withstand being run over by the wheels of an aircraft without damage either to the aircraft or to the lights themselves?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
STD A14 Vol.I,5.3.1.8	12. Does the maximum surface temperature attained by an inset lights exceeded the 160°C during a 10-minute period of exposure. Note.— Guidance on measuring the temperature of inset lights is given in the Aerodrome Design Manual, Part 4.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	13. Does the color for elevated light units casing in accordance with the standard color.	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3,Light intensity and control note	**Light intensity and control** Note.— In dusk or poor visibility conditions by day, lighting can be more effective than marking. For lights to be effective in such conditions or in poor visibility by night, they must be of adequate intensity. To obtain the required intensity, it will usually be necessary to make the light directional, in which case the arcs over which the light shows will have to be adequate and so orientated as to meet the operational requirements. The runway lighting system will have to be considered as a whole, to ensure that the relative light intensities are suitably matched to the same end. (See Attachment A, Section 16, and the Aerodrome Design Manual (Doc 9157), Part 4).	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.10	1. Are the following lighting system provided and equipped with an intensity control for aerodromes with ATS: a) approach lighting system; b) approach slope guidance system; c) runway edge, threshold and end lights; d) runway centerline lights; e) runway touchdown zone lights; f) taxiway centerline lights.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	2. Are the following systems capable of being varied for intensity 5 or 6 stages intensity: (a) approach lighting systems (b) visual approach slope indicator systems; (c) high intensity runway edge, threshold and end lights; (d) runway centerline lights; (e) runway touchdown zone lights.	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	3. Does the intensity capable of being varied in at least 3 stages for medium intensity runway edge, threshold and end lights	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Is the runway equipped with both high and medium intensity runway edge lighting?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Is the medium intensity system provided with 3 the lowest intensity stages?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.1.9	6. Does the intensity of runway lighting adequate for the minimum conditions of visibility and ambient light in which use of the runway is intended, and compatible with that of the nearest section of the approach lighting system when provided? NOTE.—While the lights of an approach lighting system may be of higher intensity than the runway lighting, it is good practice to avoid abrupt changes in intensity as these could give a pilot a false impression that the visibility is changing during approach.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.10	7. Does high-intensity lighting system provided and suitable intensity control incorporated to allow for adjustment of the light intensity to meet the prevailing conditions?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.10	8. Is there a separate intensity controls or other suitable methods provided to ensure that the following systems, when installed, can be operated at compatible intensities for?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	a) approach lighting system; *b) runway edge lights;* *c) runway threshold lights;* *d) runway end lights;* *e) runway centerline lights;* *f) runway touchdown zone lights; and* *g) taxiway centerline lights.*		
STD A14 Vol.I,5.3.17	TAXIWAY LIGHTS: 1. Are the Taxiway centerline lights provided with a main beam average intensity of the order of 50 cd or less and 3 stages of intensity control to be normally sufficient?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Are the Taxiway centerline lights provided with a main beam average intensity of the order of 100 cd or greater will normally require more than3 stages of intensity control?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are Taxiway edge lights provided with a separate intensity control and installed on the same electrical circuit as the low or medium intensity runway edge lights, and to be controlled by the runway light control.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Is the Intensity control reduced from each successive stage to an order of 25-33% based on the fact that a change of the magnitude is required for the human eye to detect that a change has occurred?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Is the 6 stages of intensities have the following order of: 100%, 30%, 10%, 3%, 1% and 0.3%?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are lightings provided at an aerodrome with intensity setting but ATS does not provide 24 hour coverage and the operator leaves the lights turned on all night.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	7. Does lighting systems operated by ATS monitored automatically so as to provide an immediate indication of: (a) those lighting systems that are on; (b) the intensity of each lighting system; (c) any fault in a lighting system; and (d) such information is to be automatically relayed to the operator position.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Does runway lighting intensity adequate for the minimum conditions of visibility and ambient light in which use of the runway is intended, and compatible with that of the nearest section of the approach lighting system.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
Generic Aerodrome Manual,P4.8.5	**Maintenance performance of aerodrome lighting (Visual aids)**		
	1 Is the aerodrome has a system of preventive maintenance level objective for aerodrome lightings detailed in their manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2 Are there lights in the aerodrome where its main beam average intensity is less than 50% of value specified in the appropriate figure in [MAS], which is considered to be unserviceable?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3 Are there light units where the designed main beam average intensity is above the value shown in [MAS], and the 50% value is related to the design value?		
STD A14 Vol.I,10.5.2	3. Does a system of preventive maintenance of visual aids employed to ensure lighting and marking system reliability? *Note: Guidance on preventive maintenance of visual aids is given in the Airport Services Manual (Doc 9137), Part*	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,10.5.3	4. Does the system of preventive maintenance employed for a precision approach category II or III and must include at least the following checks? (a) visual inspection and in-field measurement of the intensity, beam spread and orientation of lights included in the approach and runway lighting systems;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	(b) control and measurement of the electrical characteristics of each circuitry included in the approach and runway lighting systems; and (c) control of the correct functioning of light intensity settings used by air traffic control.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS ☐S ☐ NS
STD A14 Vol.I,10.5.4	5. Does in-field measurement of intensity, beam spread and orientation of lights included in approach and runway lighting systems for a precision approach runway category II or III and must be undertaken by measuring all lights, as far as practicable, to ensure conformance with the applicable specification of [MAS] (Aeronautical Ground Light Characteristics)	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,10.5.5	6. Does measurement of intensity, beam spread and orientation of lights included in approach and runway lighting systems for a precision approach runway category II or III be undertaken using a mobile measuring unit of sufficient accuracy to analyze the characteristics of the individual lights.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,10.5.6	7. Is the frequency on the measurements of lights for a precision approach runway category II or III based on traffic density, the local pollution level, the reliability of the installed lighting equipment and the continuous assessment of the results of the in-field measurements? 8. Does measurements of lights intensity in accordance with [MAS] for in-pavement lights and other lights.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS ☐S ☐ NS
STD A14 Vol.I,10.5.7	9. Is the system of preventative maintenance employed for a precision approach runway category II or III and have its objective that, during any period of category II or III operations? 10. Are all approach and runway lights serviceable and in any event at least?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No	☐S ☐ NS ☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	(a) 95% of the lights are serviceable in each of the following particular significant elements: i. precision approach category II and III lighting system, the inner 450 m; ii. the runway centerline lights; iii. the runway threshold lights; iv. the runway edge lights; (b) 90% of the lights are serviceable in the touchdown zone lights; (c) 85% of the lights are serviceable in the approach lighting system beyond 450 m; (d) 75% of the lights are serviceable in the runway end lights.	[ ] N/A	
	11. Are unserviceable lights permitted in such a way as to alter the basic pattern of the lighting system adjacent to another unserviceable light except in a barrette or crossbar where two adjacent unserviceable lights may be permitted.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,10.5.8	12. Is there a system of preventative maintenance employed for a stop bar which is provided at a runway holding position used in conjunction with a runway intended for operations in runway visual range conditions less than a value of 350	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,10.5.8	, and must have the following objectives: *(a)* no more than two lights will remain unserviceable; and *(b)* two adjacent lights will not remain unserviceable unless the light spacing is significantly less than that specified	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,10.5.9	13. Is there a system of preventative maintenance employed for a taxiway intended for use in runway visual range conditions less than a value of 350m and have its objective that no two adjacent taxiway centerline lights are unserviceable?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,10.5.10	14. Is there a system of preventative maintenance employed for a precision approach runway category I have its objective during any period of category I operations all approach and runway lights	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	are serviceable, and that in any event at least 85% of the lights are serviceable in each of the following: (a) precision approach category I lighting system; (b) the runway threshold lights; (c) the runway edge lights; and (d) the runway end lights. 15. Are unserviceable lights permitted adjacent to another unserviceable light unless the light spacing is significantly less than that specified.	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,10.5.11	16. Is there a system of preventative maintenance employed for a takeoff in runway visual range conditions of less than a value of 550m and have its objective that during any period of operations all runway lights are serviceable and that in any event? (a) at least 95% of the lights are serviceable in the runway centerline lights (where provided) and in the runway edge lights; and (b) at least 75% of the lights are serviceable in the runway end lights. 17. Are unserviceable lights permitted adjacent to another unserviceable light.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	□S □ NS □S □ NS □S □ NS
STD A14 Vol.I,10.5.12	18. Is there a system of preventative maintenance employed for a runway meant for takeoff in runway visual range conditions value of 550m or greater and have its objective that during any period of operations all runway lights are serviceable and that in any event at least 85% of the lights are serviceable in the runway edge lights and runway end lights. 19. Are unserviceable lights permitted adjacent to another unserviceable light	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No	□S □ NS □S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
STD A14 Vol.I,10.5.13	20. Is there an arrangement from the appropriate authority to restricts construction or maintenance activities in the proximity of aerodrome electrical systems during low visibility procedures?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Commissioning of lighting systems 1. Is there a formal process by which the performance of the lighting system is confirmed which includes series of procedures designed to determine the suitable performance and accuracy of information provided by any visual aid in conformity with specifications and CAA standards?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the commissioning process confirmed by a qualified person? (a) For ground check of compliance with electrical specifications and CAA standards: engineer or airfield power technician with qualifications, training and experience satisfactory to CAA. (b) For flight checking of compliance with operational specifications: a person or organization approved by CAA i.e. Flight Inspection and Calibration Group (FICG) as having the competency to conduct commissioning flight checks.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS ☐S ☐ NS
	3. Are all aerodrome lighting systems commissioned before they are notified as available for normal operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the verification of vertical and horizontal angles of light signals changes included in the ground check for a visual approach slope indicator system and performed by a person having civil engineering or surveying qualification and experience?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does commissioning of the following lighting systems, in addition to the ground check includes flight checks of: (a) approach lighting system;	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	(b) runway lighting system for instrument runways; (c) visual approach slope indicator system (e.g. VASI / PAPI) (i) used by jet propelled aeroplanes engaged in air transport operations; or (ii) installed on CAA direction, in accordance with 9.8.1.1(b);	[ ] N/A	
	6. Is there a requirement for a flight check test that may be waived by CAA, for a visual approach slope indicator system specified in [MAS], that is provided for temporary use only, for example due to a temporary displaced threshold, or during works in progress?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Does the aerodrome operator submitted a duly certified ground check and flight check reports to CAA.? Note: If satisfied with the reports, CAA will approve the issue of a permanent NOTAM. Information for a visual approach slope indicator system to be included in the permanent NOTAM includes: a. runway designation; b. type of system, and for AT-VASIS and PAPI systems, the side of runway, as seen by approaching pilot, that the aid is installed; c. where the axis of the system is not parallel to the runway centerline, the angle of displacement and the direction of displacement, i.e. left or right; d. approach slope; and e. minimum eye height over threshold, for the on-slope signal.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Does the aerodrome operator utilized a duly certified ground check as sufficient evidence of compliance with standards to initiate a permanent NOTAM.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Does ground checking and/or the flight checking of a lighting system specified in Paragraph 9.1.15.4, conducted after	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	commissioning following substantial changes to the system or on receipt of adverse reports on the performance of the system from pilots or aircraft operators. substantial changes to the system include: a) removal and replacement of 50% or more of the light fittings, at the same time, of an approach or runway lighting system; b) removal and replacement of one or more light units of a PAPI system; and c) removal and replacement of two or more light units, at the same time, of an AT-VASIS system. *Note: Before a runway is opened for night use, the status of obstacles need to be assessed for obstacle lighting purposes, particularly if the obstacles are within 3 km of the aerodrome.*	[ ] N/A	
RP A14 Vol.I,5.3.2.1	**Emergency lighting** 1. Are there sufficient emergency lights conveniently available for installation on at least the primary runway in the event of failure of the normal lighting system, at an aerodrome provided with runway lighting and without a secondary power supply. *Note: Emergency lighting may also be useful to mark obstacles or delineate taxiways and apron areas.*	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,5.3.2.2	2. Are the emergency lights installed on a runway conform to the configuration required for a non-instrument runway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,5.3.2.3	3. Is the color of the emergency lights conformed to the color requirements for runway lighting, except that, where the provision of colored lights at the threshold and the runway end is not practicable, all lights may be variable white or as close to variable white as practicable.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Section 9.3 Obstacle Lighting		
STD A14 Vol.I,6.1 note	1. Does lighting of obstacles intended to reduce hazards to aircraft by indicating the presence of the obstacles and	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	necessary to reduce operating limitations which may be imposed by an obstacle.?	[ ] No [ ] N/A	
	2. For obstacles, within the limits of the obstacle limitation surfaces of an aerodrome, Does the aerodrome operator has a sole responsibility for the provision and maintenance procedure for obstacle lighting on natural terrain or vegetation, where determined necessary for aircraft operations at the aerodrome 3. For object or a proposed object in which, CAA determines that intrudes into navigable airspace requires, or will be required to be provided with obstacle lighting, Does the owner of the building or structure responsible for the provision and maintenance of obstacle lighting on a building or structure?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	□S □ NS □S □ NS
RP A14 Vol.I,5.3.5.42,6.1.1.1, 6.1.1.2,6.1.1.4,6.1.1.6 ,6.1.1.7,	4. Are obstacle lights provided for? (a) a runway intended to be used at night: (i) if the object extends above the take-off climb surface within 3000 m of the inner edge of the take-off climb surface; (ii) if the object extends above the approach or transitional surface within 3000 m of the inner edge of the approach surface; (iii) if the object extends above the applicable inner, conical or outer horizontal surfaces; (iv) if the object extends above the obstacle protection surface of the T-VASIS or PAPI installed at the aerodrome; (v) a vehicle or other mobile objects, excluding aircraft, on the movement area, except aircraft service equipment and vehicles used only on aprons; (vi) obstacles in the vicinity of taxiways, apron taxiways or taxilanes, except that obstacle	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	lights are not to be installed on elevated ground lights or signs in the movement area		
	5. Are obstacle lights provided for objects outside the obstacle limitation surfaces of an aerodrome, if the object is or will be more than 110 m above ground level?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does the owner of a tall buildings or structures below the obstacle limitation surfaces, or less than 110 m above ground level, may, of their own volition, provide obstacle lighting to indicate the presence of such buildings or structures at night	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Is obstacle lighting used during the day in lieu of obstacle marking, where provision of obstacle marking is impracticable	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Types of obstacle lighting and usage		
STD A14 Vol.I,6.2.1.2	1. The types of obstacle lights are the following: 1) Low-intensity - Types A, B, C , D and E; 2) Medium-intensity -Types A, B and C; and 3) High-intensity - Type A and B. Note: - For guidance on the specifications of the types of obstacle lights is given in [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Location of obstacle lights		
STD A14 Vol.I,6.2.3.10	1. Is obstacle lights (for one or more low-, medium- or high-intensity) located as close as practicable to the top of the object to be lighted?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,6.2.3.10 note,6.2.3.11	2. For the case of Chimney or other structure of like function: c) Are the combination of low-, medium-, and/or high-intensity obstacle lights (top lights) located below the top (nominally 1.5 m to 3 m), so as to minimize contamination by smoke, etc.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,6.2.3.12	3. Is tower or antenna structure provided with high intensity obstacle lights by day?	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	4. Is high intensity obstacle light provided on a structure that has an appurtenance such as a rod or antenna extending greater than 12 m above the structure? 5. If practicable, Is high intensity obstacle light located on the top of the appurtenance? 6. If not practicable, Is high intensity obstacle light located at the highest practicable point?	[ ] N/A	
STD A14 Vol.I,6.2.3.13	7. Are extensive object or a group of closely spaced objects to be lighted: *a) penetrating a horizontal OLS or located outside an OLS, the top lights shall be so arranged as to at least indicate the points or edges of the object highest in relation to the obstacle limitation surface or above the ground, and so as to indicate the general definition and the extent of the objects; and* *b) penetrating a sloping OLS, the top lights shall be so arranged as to at least indicate the points or edges of the object highest in relation to the obstacle limitation surface, and so as to indicate the general definition and the extent of the objects. If two or more edges are of the same height, the edge nearest the landing area shall be marked.*	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS ☐S ☐ NS
STD A14 Vol.I,6.2.3.15	for an extensive object or a group of closely spaced objects 8. Are low-intensity obstacle lights used and spaced at longitudinal intervals not exceeding 45 m? 9. Are medium-intensity lights used and spaced at longitudinal intervals not exceeding 900 m?	[ ] Yes [ ] No	☐S ☐ NS
RP A14 Vol.I,6.2.3.14	10. Are additional obstacle lights placed on the highest part of the object, When the obstacle limitation surface is sloping and the highest point above the obstacle limitation surface is not the highest point of the object?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,6.2.3.26,6.2.3.15 a)	When the top of the obstacle is more than 45 m above the level of the surrounding ground or the elevation of the tops of nearby		

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	buildings (when the obstacle is surrounded by buildings), 11. Is the top light provided with a medium intensity lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12. Are additional low intensity lights provided at lower levels to indicate the full height of the structure and additional lights are to be spaced as equally as possible, between the top lights and ground level or the level of tops of nearby buildings, as appropriate. The spacing between the lights is not to exceed 45 m?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,6.2.3.16	13. Does high-intensity obstacle lights, Type A, and medium-intensity obstacle lights, Types A and B, located on an object that will flash simultaneously.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	NATURAL OBSTACLES 1. Are there any natural obstacles at the airport?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. As assessed by CAA where obstacle lights are to be provided, Is the installation in accordance with the standards when the obstacle is located within the approach area? Or outside the approach area?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does the airport have pictures of these obstacles or records of its location for proper assessment during the inspection?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Since terrain and vegetation are considered natural obstacles and extensive, is there any corrective action done by the airport for its resolution?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does natural obstacles such as terrain and vegetation that are normally extensive and assessed by CAA on an individual case basis provided with an obstacle lights on the following conditions:		

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	(a) if the obstacle is located within the approach area, the portion of the obstacle which is within the approach area is to be treated in the same manner as man-made obstacles for the provision of obstacle lights; (b) if the obstacle is located outside the approach area, it is to be marked by sufficient number of lights on the highest and most prominent features, so placed that the obstacle can be readily identified.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS ☐S ☐ NS
	TEMPORARY OBSTACLES 1. If the aerodrome has night operations or during poor visibility conditions and temporary obstacles are present in the approach area or movement area, are these obstacles marked with permanent or temporary red obstacle lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. If installed are these lights properly arranged to clearly mark the height, limits and extent of the obstacle?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Characteristics of low intensity obstacle lights		
STD A14 Vol I, Table 6-1, 6-2	1. Are the low intensity obstacle lights complying all the characteristics? (a) fixed lights showing red; (b) a horizontal beam spread that results in 360° coverage around obstacle; (c) a peak intensity of 100 cd minimum; (d) a vertical beam spread (to 50% of peak intensity) of 10°; (e) a vertical distribution with 100 cd minimum at +6° and +10° above the horizontal; and (f) not less than 10 cd at all elevation angles between –3° and +90° above the horizontal.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
STD A14 Vol.I,Table 6-2	2. Are low intensity obstacle lights use to indicate taxiway obstacles or unserviceable area in the movement area meeting the requirements of (MAS) provision 9.3.6.2 in terms of 10 cd minimum (peak intensity)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Characteristics of medium intensity obstacle lights		
STD A14 Vol.I,Table 6-3	1. Are the medium intensity obstacle lights meeting all the characteristics?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,Table 6-1	2. Are medium intensity obstacle lights in the correct standard frequency of flashes which is between 20 and 60 flashes per minute?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,Table 6-1,6-3	3. Are medium intensity obstacle lights meeting the peak effective intensity of 2,000 ±25% cd?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are medium intensity obstacle lights complying with the following vertical distribution? a.) vertical beam spread is to be 3°minimum (beam spread is defined as the angle between two directions in a plane for which the intensity is equal to 50% of the lower tolerance value of the peak intensity);	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	(b) at -1°elevation, the intensity is to be 50% minimum and 75% maximum of lower tolerance value of the peak intensity; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	(c) at 0° elevation, the intensity is to be 100% minimum of the lower tolerance value of the peak intensity.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
STD A14 Vol.I,Table 6-1	5. If this flashing white light is used in day time in lieu of obstacle marking and to indicate temporary obstacles in the vicinity of the aerodrome, does it meeting the correct peak effective intensity in accordance with 9.3.7.4 of the (MAS)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Characteristics of high intensity obstacle lights		
STD A14 Vol.I,Table 6-1,6-2	1. Are high intensity obstacle lights flashing white lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the effective intensity of a high intensity obstacle lights located on an object other than a tower supporting overhead wires or cables varies dependently on the following background luminance: (a) 200,000 ±25% cd effective intensity at a background luminance of above 500 cd/m² (day); (b) 20,000 ±25% cd effective intensity at a background luminance of between 50-500 cd/m² (dusk or dawn); (c) 2,000 ±25% cd effective intensity at a background luminance of below 50 cd/m² (night).	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does the effective intensity of a high intensity obstacle lights located on a tower supporting overhead wires or cables varies dependently on the following background luminance: (a) 100,000 ±25% cd effective intensity at a background luminance of above 500 cd/m² (day); (b) 20,000 ±25% cd effective intensity at a background luminance of	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	between 50-500 cd/m² (dusk or dawn); and (c) 2,000 ±25% cd effective intensity at a background luminance of below 50 cd/m² (night). 4. Are high intensity obstacle lights Type A, Medium-intensity obstacle lights, Types A and B, located on an object other than a tower supporting overhead wires or cables flashes simultaneously at a rate between 40-60 flashes per minute.?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Floodlighting of Obstacles		
	1. Where installation of normal obstacle lights is deemed impracticable or undesirable for aesthetic or other reasons, Is the floodlighting of obstacles used at the airport?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Is there a document from CAA to show for the non-installation of floodlighting of obstacles?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does floodlighting of obstacles used a.) in the structure that is skeletal as a substantially solid surface or cladding with satisfactory reflectance properties are required; or b.) there is high background lighting level?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does floodlighting of obstacles in accordance with the standards set forth in 9.3.9.3 of the [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. If floodlighting of obstacles is used, is it reflecting the minimum level of luminance as indicated in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are light fittings in accordance with the standards set forth in [MAS]?	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
	On-going availability of obstacle light		☐S ☐ NS
	1. Does the aerodrome operator ensure that all obstacle lights provided are in working condition when they are required to be on?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the airport have a pro-active maintenance program for obstacle lights to minimize light outages?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does the aerodrome operator established a monitoring program for obstacle lights located within the obstacle limitation surface area of the aerodrome that is in accordance with the standards set forth in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the aerodrome operator established a procedure specified in [MAS] that in the event obstacle light outage, where obstacles located within the obstacle limitation surface area of the aerodrome	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	For obstacles located outside the obstacle limitation surface area of an aerodrome 5. Does the owners of the lights need to establish a program to monitor the lights and report light failure?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are obstacle light failure reported immediately to CAA or ATC and appropriate NOTAM to warn pilots of light outages in this regard properly issued?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Aerodrome Beacons		
STD A14 Vol.I,5.3.3.3	1. Is the airport provided with an aerodrome beacon? 2. If yes, Are the criteria in determining operational necessity for the provision of aerodrome beacon in accordance with the standards set forth in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.3.4	3. Is the aerodrome beacon located on or adjacent to the aerodrome in an area of low ambient background lighting?	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
RP A14 Vol.I,5.3.3.5	4. Is the aerodrome beacon is shielded by obstacles nor dazzling to a pilot making an approach to land.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	At international aerodromes or aerodromes in built-up areas: 5. Does the Aerodrome beacon complied with the requirements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.3.6	**At other locations:** 6. Does the Aerodrome beacon show white flashes or other colors?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.3.6	7. Does the Aerodrome beacon light frequency of total flashes comply with the requirements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Does the Aerodrome beacon complied with the requirements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Does the Aerodrome beacon light intensity distribution in accordance with requirement ?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Does the Aerodrome beacon light effective intensity of color flashes in accordance with requirement?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. Is the facility published in AIP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.1.1.5	**Illuminated Wind Direction** 1. If the aerodrome has night operation, is there a lighted wind direction indicator?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. If a WDI is provided in the vicinity of a runway threshold specifically to provide surface wind information for pilots engaged in instrument straight-in approach and landing operations, Is the Aerodrome beacon light provided appropriately lighted?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	3. Is the floodlighting of the WDI in accordance with the standards ?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Is the floodlighting of the WDI aimed and shielded in accordance with the standards ?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. If maintaining more than one WDI, are all lighted especially when there are night Operations? 6. Is the control of lighting for these WDIs in accordance with the standards?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Is the WDI lighting control incorporated in the runway lighting system to automatically energize the lighting of the wind direction indicator?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Does WDI provided with a uniform intensity setting irrespective of the intensity setting of the runway lighting, where the electricity supply is provided from a runway lighting circuit?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4	**Approach Lighting System**		
	Simple approach lighting system		
	1 Does the airport provided with a simple approach lighting system?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2 If yes, is it properly coordinated with CAA?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.2	3 Is simple approach lighting system (SALS) complied with the requirements set forth in [MAS]? a) distance of not less than 420 m from the threshold; and b) row of lights forming a crossbar 18 m or 30 m in length at a distance of 300 m from the threshold.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
STD A14 Vol.I,5.3.4.3	4 Does crossbar lights forming in a horizontal straight line at right angles to, and bisected by, the line of the centerline lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.3	5 Are crossbar lights properly spaced so as to produce a linear effect except that, when a crossbar of 30 m is used, gaps may be left on each side of the centerline?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.3	6 Do crossbar gaps kept to a minimum to meet local requirements and each shall not exceed 6 m?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.4	7 Are the lights forming the centerline placed at longitudinal intervals of 60 m, except that, when it is desired to improve the guidance, an interval of 30 m may be used.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.4	8 Does the innermost light located either 60 m or 30 m from the threshold, depending on the longitudinal interval selected for the centerline lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
RP A14 Vol.I,5.3.4.5	9 Does the aerodrome capable of providing centerline lights extending for a distance of 420 meters from the threshold? If it is not possible: 10 Does the aerodrome complied with the requirements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11 Does the system (SALS) complied with the requirements ?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.6 b)	12 Is there an ILS Antenna protruding through the plane of the lights treated as an obstacle properly marked and lighted?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.7	13 Does a simple approach lighting system show fixed lights and the color of the lights is readily distinguishable from other aeronautical ground lights	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.7	14 Are centerline lights consists of: (a) a single source; or (b) a barrette at least 3 m in length.	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	Note: - 1. When the barrette as in b) is composed of lights approximating to point sources, a spacing of 1.5 m between adjacent lights in the barrette has been found satisfactory. Note: - 2. It may be advisable to use barrettes 4 m in length if it is anticipated that the simple approach lighting system will be developed into a precision approach lighting system. Note: - 3. At locations where identification of the simple approach lighting system is difficult at night due to surrounding lights, sequence flashing lights installed in the outer portion of the system may resolve this problem	[ ] N/A	
RP A14 Vol.I,5.3.4.8	15 Does the lights show at all angles in azimuth to a pilot on base leg and final approach for a non-instrument runway?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,5.3.4.8	16 Does the intensity of the lights adequate for all conditions of visibility and ambient light for which the system was provided?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	17 Does a simple approach lighting system as specified to serve a non-instrument runway where the code number is 3 or 4 and intended for use at night, except when the runway is used only in conditions of good visibility and sufficient guidance is provided by other visual aids?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	18 Does a simple approach lighting system as specified to serve a non-precision approach runway where the code number is 3 or 4 and intended for use at night, except when the runway is used only in conditions of good visibility and sufficient guidance is provided by other visual aids?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Precision approach Category I lighting system		
	1. Does a precision approach Category I lighting system provided to serve a Category I precision approach runway?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	2. If provided, does it conform to all the standards?	[ ] Yes [ ] No [ ] N/A	□S □ NS
RP A14 Vol.I,5.3.4.12	3. Are the lights forming the centerline placed at longitudinal intervals of 30 m with the innermost light located 30 m from the	[ ] Yes	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	threshold?	[ ] No [ ] N/A	
STD A14 Vol.I,5.3.4.16	4. Are the lights uniformly spaced at intervals not exceeding 1.5 meter and the Barrettes lights have at least 4 meters in length?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.11	5. Does the lights forming the crossbar in a horizontal straight line at right angles to, and bisected by, the line of the centerline lights.?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.11	6. Does the lights of the crossbar properly spaced to produce a linear effect, except that gaps may be left on each side of the centerline?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.11	7. Does These gaps kept to a minimum to meet local requirements and each shall not exceed 6 m.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	8. Does the system (PALS CAT I) complied with the requirements ?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.13 b)	9. Are there ILS Antenna protruding through the plane of the lights (PALS CAT I) treated as an obstacle properly marked and lighted?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.14 b)	10. Does the centerline lights for a precision approach category I approach lighting system composed of barrettes in lieu of the point source lights ?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.18	11. Does the centerline lights for a precision approach category I approach lighting system consist of barrettes is supplemented by a flashing light, except where such lighting is considered unnecessary taking into account the characteristics of the system and the nature of the meteorological conditions?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	12. Does the flashing light characteristics and electrical circuit of these lighting system complied with the requirements?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	13. Does the centerline lights for a precision approach category I approach lighting system complied with the?	[ ] Yes	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] No [ ] N/A	
STD A14 Vol.I,5.3.4.20	If additional crossbars of lights are used 14. Is the outer ends of crossbar lights lie on two straight lines parallel to the line of the centerline lights or converge to meet the runway centerline 300 m from the threshold.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.4.14	15. Are the centerline and crossbar lights of a precision approach Category I lighting system are installed with a fixed lights showing variable white. Is the centerline light position consist of either? (a) a single light source in the innermost 300 m of the centerline, two light sources in the central 300 m of the centerline and three light sources in the outer 300 m of the centerline to provide distance information; or (b) a barrette.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS ☐S ☐ NS
STD A14 Vol.I,5.3.4.15	16. Does the serviceability level of the approach lights specified as a maintenance objective can be demonstrated? 17. Is the centerline light position consist of either? (a) a single light source ; (b) a barrette.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS ☐S ☐ NS
	Precision Approach Category II and III Lighting System		
	1. Does a precision approach Category II and III lighting system provided to serve a Category II or III precision approach runway.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. If it is implicit for the provision of PALS CAT II and CAT III, Is the airport provided with a touchdown zone lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does a precision approach Category II and III lighting system comply with the requirements?	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] No [ ] N/A	
	4. Does the serviceability level for approach lights comply with the requirements?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.23	5. Are the lights forming the centerline lights for Category II and III lighting system placed at longitudinal intervals of 30 m with the inner light located 30 m from the threshold.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	6. Does the provision for precision approach Category II and III lighting system comply with the requirements?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.25	7. Are crossbar lights provided with a distance of 150 m from the threshold to fill in the gaps between the centerline and side row lights?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.26	8. Are crossbar lights provided at distance of 300 m from the threshold and primarily to extend on both sides of the centerline lights to a distance of 15 m from the centerline.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	9. Does the provision comply with the requirements for precision approach Category II and III lighting system?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	10. Does the provision in (a) and (b) comply with the requirements for precision approach Category II and III lighting system?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.29 b)	11. If an ILS antenna is present and protruding through the plane of the lights, it is to be treated as an obstacle. Being such is it marked and lighted accordingly?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	12. Does the provision specified in [MAS] 9comply with the requirements for precision approach Category II and III lighting system?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.31	13. Does a precision approach Category II and III center lighting system which is beyond 300 m from the threshold	[ ] Yes	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
	consist of the following? (a) a barrette as used on the inner 300 m; or (b) two light sources in the central 300 m of the centerline and three light sources in the outer 300 m of the centerline; and all of which shall show variable white.	[ ] No [ ] N/A	
STD A14 Vol.I,5.3.4.32	14. Does PALS CAT II and CAT III center light located beyond 300 m from the threshold consist of either of the following: (a) a barrette; or (b) a single light source; and all of which shall show variable white.	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.33	15. Are the Barrettes lights uniformly spaced at intervals not exceeding 1.5 meters and have a length of 4 meters long?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.34	16. Are barrette lights beyond 300 m supplemented by a flashing light If the centerline is beyond 300 m from the threshold and consists of barrettes lights, except where such lighting is considered unnecessary by CAA taking into account the characteristics of the system and the nature of the meteorological conditions	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.35	17. Does each flashing light 18. flash twice a second in sequence beginning with the outermost light and progressing to the innermost light?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.35	19. Does the design of these lights electrical circuitry operated independently of the other lights in the approach lighting system?	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.36	20. Are side row barrettes lights fixed lights showing red? 21. Does the length of a side row barrette and spacing between its lights equal to those of the touchdown zone light barrettes.	[ ] Yes [ ] No [ ] N/A	□S □ NS
STD A14 Vol.I,5.3.4.37	22. Does the centerline and crossbar lights of a precision approach Category II and III lighting system are installed to be fixed lights showing variable white? 23. Are the lights forming the crossbars	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	are to be uniformly spaced at intervals of not more than 2.7 m?		
STD A14 Vol.I,5.3.4.38	24. Does the intensity of the red light compatible with the intensity of the white light?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.5	**Visual Approach Slope Indicator Systems**		
	1. Does the airport provided with a Visual Approach Indicator System (VASI)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the provision comply with the requirements for precision approach visual approach slope indicator system? (a) The runway is used by jet-propelled airplanes engaged in air transport operations. (b) CAA directs that visual approach slope guidance be provided, because it has determined that such a visual aid is required for the safe operation of aircraft.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	In making a determination of a visual approach slope guidance. *3.* Does the airport provided with a Visual Approach Indicator System (VASI) taking into account the following CAA requirement stipulated in [MAS] 9.8.1.2 (a),(b),(c) and (d) ?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the airport provided with other visual or non-visual aids?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does the airport install a visual approach slope indicator, when serious hazards exist and/or a substantial number of aeroplanes not equipped for ILS use?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does the airport provided with a visual approach slope indicator, for temporary use only, for example due to a temporary displaced threshold, or during works in progress?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.5.2	7. Is the aerodrome provided with a standard visual approach slope indicator that consist of the following?		☐S ☐ NS

	(a) T-VASIS and AT-VASIS conforming to the specifications contained; and (b) PAPI and APAPI systems conforming to the specifications.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.3	8. Is the aerodrome provided with a PAPI, T-VASIS or AT-VASIS, where the code number is 3 or 4 when one or more of the conditions specified.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.5	9. Is the aerodrome provided with a PAPI or APAPI where the code number is 1 or 2 when one or more of the conditions specified exist.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.6	10. Is the aerodrome provided with a PAPI, where the runway threshold is temporarily displaced from the normal position and one or more of the conditions specified exist? 11. Is the aerodrome provided with a APAPI system, where the code number is 1 or 2 and the runway threshold is temporarily displaced from the normal position with one or more of the conditions specified i?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐S	☐ NS ☐ NS
	12. Does the standard installation for Visual Approach Indicator System (VASI) in accordance with the provisions stipulate?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	13. Does the aerodrome provided with a double-sided PAPI, where a T-VASIS is to be replaced by a PAPI?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	14. Does the aerodrome provide with more than one visual approach slope indicator system? 15. For the purpose, to avoid confusion, Does the aerodrome provide the same type of approach slope indicator system used on all runways of similar reference code number?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	16. Is the determination for the installation of T-VASIS or PAPI in accordance with the choice between the aerodrome operator and airline operators using the runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	17. Is the use of the VASI into service of the airport appropriately commissioned and approved by CAA?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Obstacle protection surface			
STD A14 Vol.I,5.3.5.42	1. Is the aerodrome established the obstacle protection surface, when it is intended to provide a visual approach slope indicator system?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.44	2. Are new objects or extensions of existing objects permitted above an obstacle protection surface except when, in the opinion of the appropriate authority, the new object or extension would be shielded by an existing immovable object?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.45	3. Are there any existing objects above an obstacle protection surface? 4. If yes to Q no.3, Does this objects properly removed except when, in the opinion of the appropriate authority, the object is shielded by an existing immovable object, or after aeronautical study it is determined that the object would not adversely affect the safety of operations of aeroplanes?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.46	5. Does one or more following measures specified in [MAS] 9.8.2.5 (a),(b),(c),(d) and (e) properly employed, where an aeronautical study indicates that an existing object extending above an obstacle protection surface (OPS) adversely affect the safety of operations of aeroplanes?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	T-VASIS and AT-VASIS			
	1. Does the airport provided with a T-Visual Approach Slope Indicator System (T-VASIS)? 2. Are they arranged in a pattern seen by the pilot varies according to his position (up or down, left or right) relative to the desired approach path?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐S	☐ NS ☐ NS

	3. Does it provides the pilot with visual cues about his or her actual descent path relative to the desired descent path, when installed in the aerodrome runway strip?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.7	4. Are T-VASIS consist of twenty light units symmetrically disposed about the runway centerline in the form of two wing bars of four light units each, with bisecting longitudinal lines of six lights, and laid out as shown in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.8	5. Does AT-VASIS consist of ten light units arranged on one side of the runway in the form of a single wing bar of four light units with a bisecting longitudinal line of six lights?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.9	6. Are the following conditions in [MAS] present for light units when constructed and arranged in such a manner for the pilot of an aeroplane during approach ?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.9	7. Are there no lights units visible from the fly-up light units, when on or above the approach slope?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.9	8. Are there no lights units visible from the fly-down light units, when on or above the approach slope?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Siting a T-VASIS or AT-VASIS		☐S	☐ NS
	1. Does the siting of a T-VASIS or AT-VASIS complied with the requirements stipulated in [MAS] provision?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Does the characteristics of the TVASIS light units in accordance with the [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Does the approach slope and elevation settings of light beams of the TVASIS light units in accordance with the [MAS] ? and must be such that:	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Does the light unit sited not closer than 15 m from the edge of the runway?	[ ] Yes	☐S	☐ NS

		[ ] No [ ] N/A		
	5. Does the airport have light unit sited closer than 15 m from the edge of the taxiway? 6. If yes, is it properly coordinated with CAA?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	7. Does the aerodrome operator ensure that the immediate surround of each unit is kept free of grass? 8. Are tall grasses in front of the light unit immediately removed which could provide conflicting light signals? 9. Does power mowing operations being conducted for grasses growing near the box on any side of light units which could result damages of lights?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Precision Approach Path Indicator (PAPI) / Abbreviated PAPI (APAPI) System			
STD A14 Vol.I,5.3.5.24	10. Are PAPI lighting system consist of a row, also termed 'wing bar', equally spaced sharp transition multi-lamp (or paired single lamp) units?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.24	11. Is the system located on the left side of the runway, as viewed by an aircraft approaching to land, unless it is impracticable to do so?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.25	12. Is the APAPI system consist of a wing bar of two sharp transition multi-lamp (or paired single lamp) units? 13. Is the system located on the left side of the runway unless it is physically impracticable to do so?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.28	14. Does the PAPI system sited and adjusted so that a pilot making an approach complied with the requirements specified?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
STD A14 Vol.I,5.3.5.27	15. Does the wing bar of an APAPI constructed and arranged in such a manner that a pilot making an approach with the requirements?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	16. Does the aerodrome provided a PAPI and installed on the right side, where it is impracticable to install the PAPI on the left side of the runway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,5.3.5.26 a)	17. Is the order of the light units arranged in the reversed form and the on-slope indication is still given by the two units nearest the runway showing red?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	18. Does the aerodrome provide with a double-sided PAPI? If provided, does the indications light to be seen by the pilot symmetrical?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	19. Are the following requirements specified applicable to the siting of a PAPI?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20. Are the following characteristics of the PAPI light units in accordance with the requirements specified	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	21. Are the requirements for the approach slope and elevation setting of light units in accordance With the requirements ?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	22. Does the optimum distance of a PAPI wing bar from the runway threshold is determined in accordance with the requirements ?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	23. Is the distance of the PAPI units from the threshold modified from the optimum after consideration of the following:? (a) the remaining length of runway available for stopping the aircraft; and, (b) obstacle clearance.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	24. Is the final location of the PAPI units determined by the relationship between the approach angle, the difference in levels between threshold and the units, and the minimum eye height over the threshold (MEHT)?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	25. Is the angle M used to establish the MEHT of arc less than the setting angle of the unit which defines the lower boundary of the on-slope indication, i.e. unit B, the third unit from the runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	26. Does the aerodrome has installed a PAPI on a runway not equipped with an ILS?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	27. Is distance D1 determined to ensure that the lowest height at which a pilot will see a correct approach path indication provides the wheel clearance over the threshold in accordance with the requirement?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	28. Does the aerodrome has installed a PAPI on a runway equipped with an ILS? 29. Does the calculation of distance D1 provide the optimum compatibility between the visual and non-visual aids for the range of eye-to-antenna heights of the airplanes regularly using the runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	30. Are PAPI units installed with the minimum practicable height above ground, and not normally more than 0.9 m?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	31. Are all units of a wing bar ideally lie in the same horizontal plane to allow for any transverse slope, small height differences of no more than 50 mm between light units are acceptable?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	32. A lateral gradient not greater than 1.25% can be accepted provided it is uniformly applied across the units?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	33. Does the procedure for establishing the distance of the PAPI wing bar from the runway threshold conform in [MAS]?	[ ] Yes [ ] No	☐S	☐ NS

	(a) Decide on the required approach slope. The standard approach slope is 3°.	[ ] N/A	
	(b) On runways where no ILS is installed, refer to [MAS] to determine the aeroplane eye-to-wheel group and the wheel clearance to be provided at the threshold. The MEHT, which provides the appropriate wheel clearance over the threshold, is established by adding the approach configuration eye-to-wheel height of the most demanding amongst the aircraft regularly using the runway to the required threshold wheel clearance.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	(c) The calculation of the nominal position of the PAPI is made on the assumption that the PAPI units are at the same level as the runway centerline adjacent to them, and this level, in turn, is the same as that of the runway threshold. The nominal distance of the PAPI is derived by multiplying the required MEHT by the cotangent of the angle M in [MAS].	[ ] Yes [ ] No [ ] N/A	□S □ NS
	(d) Where there is a difference in excess of 0.3 m between the elevation of the runway threshold and the elevation of unit B at the nominal distance from the threshold, it will be necessary to displace the PAPI from its nominal position. The distance will be increased if the proposed site is lower than the threshold and will be decreased if it is higher. The required displacement is determined by multiplying the difference in level by the cotangent of the angle M.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	e.) Where a PAPI is installed on a runway equipped with an ILS, the distance D1 must be equal to that between the threshold and the effective origin of the ILS glide path, plus a correction factor for the variation of eye-to-antenna heights of the aeroplanes concerned. The correction factor is obtained by multiplying the average eye-to-antenna height of those aeroplanes by the cotangent of the approach angle. The PAPI is then aimed at	[ ] Yes [ ] No [ ] N/A	

	the same angle as the ILS glide slope. Harmonization of the PAPI signal and the ILS glide path to a point closer to the threshold may be achieved by increasing the width of the PAPI on course sector from 20' to 30'. However, the distance D1 must be such that in no case will the wheel clearance over the threshold be lower than specified in column (3) of [MAS].			
	Runway Lightings			
	1. Is the airport runway edge lighting system of the following type complied with the requirements specified of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Is the airport provided with a Runway edge lights for a runway intended for use at night or for a precision approach runway intended for use by day or night. Unless otherwise determined by CAA, edge lights shall also be installed on a runway intended to be used for take-off by day with an RVR of 800 meters or less?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Is the airport provision for Runway edge lighting meets the following operational requirements: (a) for every runway intended for use at night, omnidirectional lights meeting the characteristics requirements of [MAS] shall be provided to cater for both visual circling after an instrument approach to circling minima, and circuits in VMC; (b) for a precision approach runway, in addition to (a) above, unidirectional lights meeting the characteristics requirements of [MAS], shall also be provided.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐S	☐ NS ☐ NS
	4. Is the airport Runway edge lights placed along both sides of the runway, in two parallel straight rows equidistant from the centerline of the runway, commencing one-light spacing from the threshold and continuing to one-light spacing from the runway end.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	5. Is the airport Runway edge lights longitudinal spacing complied with the requirements stipulated in [MAS]? (a) for an instrument runway, intervals of not greater than 60 m (+0 / -5 m);	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	(b) for a non-instrument runway, intervals not greater than 100m (+0/-10m) m , or 60 m +0 / -5 m if there is an intention to upgrade the runway to an instrument runway at some time in the future.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	(c) for non-precision instrument runways intended to be used in visibility conditions of 1.5 km or greater, where existing edge lights are spaced at 90 m ±10 m, it is acceptable to retain this spacing until the next replacement or improvement of the edge lighting system. (This situation typically arises from an existing non-instrument runway being upgraded to a non-precision instrument runway, but without re-installing the runway edge lights to the 60 m +0 / -5 m standard.)	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	6. Does the provision of runway edge lights complied with the requirements stipulated in [MAS]? (a) within 600 m of the threshold, lights may be spaced irregularly, but not omitted, and	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	(b) more than 600 m from the threshold, lights may be spaced irregularly or omitted, but no two consecutive lights may be omitted; provided that such irregular spacing or omission does not significantly alter the visual guidance available to a pilot using the runway.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	7. Are runway edge lights omitted for precision approach runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	8. Are inset runway edge lights provided in place of elevated lights, where a runway edge light cannot be omitted?	[ ] Yes	☐S	☐ NS

		[ ] No [ ] N/A		
	9. Does runway edge light aligned with a light on the opposite side of the runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	10. Does runway edge lights placed along the edges of the area declared for use as the runway or outside the edges of the area at a distance of not more than 3 m. *Note: Existing edge lights located beyond 3 m from the edge of runway as a result of a reduction in the declared runway width do not need to be relocated until they are being replaced.*	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	11. Is the runway edge lights placed as if the runway is 30 m in width, If the width of a runway is less than 30 m in width, and in accordance with Paragraph 9.9.5.1?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	12. Does the row of high intensity light units place closer to the runway centerline, if a runway is provided with both low or medium intensity and high intensity runway light units? 13. Are the two rows of light units parallel, separated by a distance of at least 0.5 m.?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	14. Are low intensity and medium intensity runway edge lights fixed omnidirectional lights and show variable white? 15. Are Elevated omni-directional lights have light distribution that is uniform for the full 360° horizontal coverage? 16. Does the photometric characteristics of the inset lights are to be as close as practicable to those of the elevated lights, where elevated lights are impracticable and inset lights are	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No	☐S	☐ NS

	used?	[ ] N/A	
	17. Does the minimum light intensity for low intensity runway edge lights in accordance with (MAS)? 18. Does the main beam, between 0º and 7º above the horizontal, have a minimum average intensity of not less than 100 cd, and a maximum average intensity of not more than 200 cd? 19. Are low intensity runway edge lights have a single intensity for all lights in the same runway lighting system?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20. Does the minimum light intensity for medium intensity runway edge lights in accordance with 9.10.2, Figure 9.10-14? 21. Does the main beam, between 0º and 7º above the horizontal, have a minimum average intensity of not less than 200 cd, and a maximum average intensity of not more than 600 cd?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	22. Are high intensity runway edge lights fixed unidirectional lights with the main beam directed towards the threshold?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	23. Are high intensity runway edge light beam coverage toed in towards the runway as follows: (a) 3.5° in the case of a 30-45 m wide runway (b) (b) 4.5° in the case of a 60 m wide runway.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	24. Are runway edge lights fixed lights showing variable white except for those located within 600 m from the runway end?	[ ] Yes [ ] No [ ] N/A		
	25. Do runway edge lights between the beginning of the runway and the displaced threshold show red in the approach direction?	[ ] Yes [ ] No [ ] N/A		
	26. Is the section of lights 600m or one third of the runway length, whichever is the lesser, at the remote end of the runway from which take-off is started yellow, unless otherwise directed by CAA?	[ ] Yes [ ] No [ ] N/A		
	27. Does the minimum light intensity for high intensity runway edge lights show variable white and in accordance with [MAS] (a) Figure 9.10-15 for 30 m to 45 m wide runways; and (b) Figure 9.10-16 for 60 m wide runways. The minimum light intensity for high intensity runway edge lights that show yellow is the standard set out in Figure 9.10-15 or Figure 9.10-16, whichever is applicable, multiplied by 0.4?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	28. Is the minimum light intensity for high intensity runway edge lights show yellow is the standard set out in Figure 9.10-15 or Figure 9.10-16, whichever is applicable, multiplied by 0.4?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	29. Is separate high intensity runway edge light fittings provided with back-to-back, or bi-directional light fittings and must be used with the correct toe-in angle built in, on a runway where high intensity edge lights are intended to be used from either direction?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	30. Are runway threshold lights provided	[ ] Yes	☐S	☐ NS

	on a runway that is equipped with runway edge lights, except on a non-instrument or non-precision approach runway where the threshold is displaced and wing bar lights are provided. (See [MAS])	[ ] No [ ] N/A		
	31. Are runway threshold lights located in a straight line at right angles to the centerline of the runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	32. Does the provision for the location of runway threshold lights include the following conditions: (a) when the threshold is at the extremity of a runway, as near to the extremity as possible and not more than 3 m outside; or (b) when the threshold is a displaced threshold, at the displaced threshold with a tolerance of ± 1 m.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	33. Are threshold lighting consist of: (a) on a non-instrument or non-precision approach runway, at least 6 lights; (b) on a precision approach runway category I, at least the number of lights that would be required if the lights were spaced at intervals of 3 m between the rows of runway edge lights; and (c) on a precision approach runway category II or III, lights uniformly spaced at intervals of 3 m between the runway edge lights.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	34. Are the lights prescribed in [MAS] shall be either:	[ ] Yes	☐S	☐ NS

	(a) equally spaced between the rows of runway edge lights; or (b) symmetrically disposed about the runway centerline in two groups, with the lights uniformly spaced in each group and with a gap between the groups equal to the gauge of the touchdown zone marking or lighting, where such is provided, or otherwise not more than half the distance between the rows of runway edge lights.	[ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	
	35. Is the aerodrome provided with wing bar lights on a non-instrument or non-precision approach runway where the threshold is displaced and threshold lights are required, but not provided? 36. If directed by CAA due to a need for increased conspicuity, Does the aerodrome provided a wing bar lights for a precision approach runway? (See [MAS])	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	37. Are wing bar lights installed symmetrically disposed about the runway centerline at the threshold in two groups? and 38. Does each wing bar formed by a group of at least five lights extending at least 10m outward from, and at right angles to, the runway centerline with the innermost light of each wing bar in the line of the runway edge lights?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	39. Does runway threshold and wing bar lights have the following characteristics: (a) the lights must be fixed unidirectional lights showing green in the direction of approach over not less than 38° or more than 180° of azimuth;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	(b) the light distribution in the direction of approach must be as close as practicable to that of the runway edge lights; (C) the intensity of the green lights must be in the range of 1 to 1.5 times the intensity of the runway edge lights.	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A		
	40. Does runway threshold lights on a precision approach runway in accordance with the specifications of [MAS] .?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	41. Does threshold wing bar lights on a precision approach runway in accordance with the specifications of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	42. Does runway threshold lights on a precision approach runway fixed lights showing green in the direction of approach and in accordance with the specifications of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	43. Does wing bar lights on a precision approach runway must be fixed lights showing green in the direction of approach and in accordance with the specifications of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	44. Does the aerodrome provided with Runway Threshold Identification Lights (RTIL) ?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	45. Is the aerodrome provided with an Runway Threshold Identification Lights (RTIL, where a runway threshold is difficult to locate from the air such as in the case of a displaced threshold or an aerodrome with complex runway/taxiway layout in the vicinity of the threshold?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	46. Does the aerodrome provided with a runway threshold identification lights , during the day, to mark a temporarily displaced threshold of a runway serving international jet propelled aeroplanes conducting air transport operations?	[ ] Yes [ ] No [ ] N/A	□S	□ NS
	47. If an aerodrome is provided with a Runway threshold identification lights: 48. Does one light unit positioned on each side of the runway, equidistant from the runway centerline, on a line perpendicular to the runway centerline.? 49. Does the location of the light units have a distance from 10 m to 15 m outside each line of runway edge lights, and in line with the threshold? 50. Are each light unit have a minimum of 10 m from the edge of taxiways? 51. Does the elevation of both light units within 1 m of a horizontal plane through the runway centerline, with the maximum height above ground not exceeding 1 m?	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	□S	□ NS
	52. Does Runway threshold identification lights have the following characteristics? (a) be white flashing lights; (b) be synchronized, with a normal flash rate of 60-120 per minute;	[ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	□S	□ NS

	(c) have a minimum range in bright sunlight of approximately 7 km; and	[ ] Yes [ ] No [ ] N/A	
	(d) the beam axis of each light unit shall be aimed 15° outward from a line parallel to the runway centerline and inclined at an angle of 10° above the horizontal.	[ ] Yes [ ] No [ ] N/A	
	(e) the light shall be visible only in the direction of approach to the runway.	[ ] Yes [ ] No [ ] N/A	
	53. Does Runway threshold identification lights installed on the following conditions?		☐S ☐ NS
	(a) at the threshold of a non-precision approach runway when additional threshold conspicuity is necessary or where it is not practicable to provide other approach lighting aids; and	[ ] Yes [ ] No [ ] N/A	
	(b) where a runway threshold is permanently displaced from the runway extremity or temporarily displaced from the normal position and additional threshold conspicuity is necessary	[ ] Yes [ ] No [ ] N/A	
	For temporarily displaced threshold lights for use at night:		☐S ☐ NS
	54. Does the aerodrome provided with a temporarily displaced threshold lights for use at night to identify the new threshold location when the threshold of a runway is temporarily displaced?	[ ] Yes [ ] No [ ] N/A	
	55. Does the location for Temporarily displaced threshold lights provided on each side of the runway and must consider the following?		
	(a) in line with the displaced threshold:	[ ] Yes	

	(b) at right angles to the runway centerline; and (c) with the innermost light on each side aligned with the row of runway edge lights on that side of the threshold.	[ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A [ ] Yes [ ] No [ ] N/A	
	56. Does the aerodrome contain the following characteristics for temporarily displaced threshold lights:		
	(a) each side must consist of 5 lights except that 3 lights per side is sufficient if the runway width is 30 m or less; (b) the lights must be spaced at 2.5 m apart; (c) the innermost light of each side must be a fixed omnidirectional light showing green in all angles of azimuth; (d) the outer 4 or 2 lights, as appropriate, of each side must be fixed unidirectional lights showing green in the direction of approach, over not less than 38° or more than 180° of azimuth; (e) the light distribution in the direction of approach must be as close as practicable to that of the runway edge lights; (f) the light intensity must be as close as practicable to 1.5 times, and not less than, that of the runway edge lights.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	57. Does Runway lighting with a displaced threshold take into account the		☐ S ☐ NS

	following:		
	(a) If the part of runway located before a displaced threshold is available for aircraft use, i.e. for take-offs toward and through the displaced threshold, and landings from the opposite direction, runway edge lights in this part of runway must: (i) show red in the direction of approach to the displaced threshold; and (ii) show white in the opposite direction, or yellow as appropriate for a precision approach runway. (b) The intensity of the red runway edge lights required under paragraph 9.9.15.8 (a) (i) must not be less than one-quarter, and not more than one half, that of the white runway edge lights. (c) Runway edge lights may be bi-directional light fittings or separate light fittings installed back to back. (d) If the portion of runway before a displaced threshold is closed to aircraft operations, all the runway lights thereon must be extinguished.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	58. Are the lights visible only in the direction of approach to the runway	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	59. Are Runway end lights provided on a runway equipped with runway edge lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	60. Is the airport provided with a Runway end lights that is located in a straight line at right angles to the runway centerline?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	61. Does the aerodrome complied with the provision of runway end lights as specified in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	62. Are runway end lights installed in fixed unidirectional lights showing red towards the runway? 63. Are the Runway end lights consisting of six lights? Are the lights installed either: (a) spaced at equal intervals between the rows of runway edge lights; or (b) symmetrically disposed about the runway centerline in two groups with the lights uniformly spaced in each group and with a gap between the groups not more than half the distance between the rows of runway edge lights.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	For a precision approach runway category III: 64. Does the spacing between runway end lights exceed 6 m, except between the two innermost lights if a gap is used?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	65. Are Low intensity and medium intensity runway end lights have the following characteristics: (a) the lights must be fixed unidirectional showing red in the direction of the runway over not less than 38° or more than 180° of azimuth; (b) the intensity of the red light must not be less than one-quarter, and not more than one-half, that of the runway edge lights; (c) the light distribution in the direction of the runway must be as close as practicable to that of the runway edge lights.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	66. Does the following conditions present for Low intensity and medium intensity runway end lights to be installed as inset lights: (a) the runway is also equipped with high intensity runway end lights; or (b) it is impracticable for elevated lights to be installed.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	67. Is the airport installed with a bidirectional light fittings may be used or separate light fittings installed back to back, If the runway end coincides with the runway threshold?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	68. Does Runway end lights installed on a precision approach runway category III have the following characteristics:	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	(a) the lights must be inset, fixed unidirectional showing red in the direction of the runway; (b) the minimum light intensity must be in accordance with [MAS] (c) the spacing between runway end lights, except between the two innermost lights if a gap is used, shall not exceed 6m.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	69. Are Runway end lights on a precision approach runway in accordance with the specifications of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Runway turning area edge lights / turn pad light		☐S ☐ NS
	1. Is the edge of the turning area provided with blue edge lights if the runway is provided with edge lights,	[ ] Yes [ ] No	☐S ☐ NS

	Where an aircraft turning area is provided on a runway?	[ ] N/A	
	2. Are Runway turning area edge located not less than 0.6 m, and not more than 1.8 m, outside the edge of the turning area.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Is the blue edge light located where the turning area commences, If the beginning of the splay into a runway turning area is more than 10 m from the previous runway edge light	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does turning area edge lights provided to mark any change of direction along the side of the turning area.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does an equally spaced blue edge lights provided along a side with spacing not exceeding 30 m, when a side of the turning area is longer than 30 m?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does a Runway turning area edge lights have the same characteristics as taxiway edge lights and in accordance with provision of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Are Runway turn pad lights have been: (a) be provided for continuous guidance on a runway turn pad intended for use in runway visual range conditions less than a value of 350 m, to enable an aeroplane to complete a 180-degree turn and align with the runway centerline. (b) be provided on a runway turn pad intended for use at night; (c) normally be located on the runway turn pad marking, except that they may be offset	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	by not more than 30 cm where it is not practicable to locate them on the marking; (d) on a straight section of the runway turn pad marking, be spaced at longitudinal intervals of not more than 15 m; (e) on a curved section of the runway turn pad marking, not exceed a spacing of 7.5 m; (f) be unidirectional fixed lights showing green with beam dimensions such that the light is visible only from aeroplanes on or approaching the runway turn pad; and (g) be in accordance with the specifications of [MAS], as appropriate		
	Stopway lights		
	1. Are Stopway lights provided on a stopway that is intended for use at night?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	2. Are stopway lights uniformly spaced and not more than that of the runway edge lights, with the last pair of lights located at the stopway end.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	3. Are stopway lights placed along the full length of the stopway and in two parallel rows that are equidistant from the centerline and coincident with the rows of the runway edge lights? 4. Are stopway lights provided across the end of a stopway on a line at right angles to the stopway axis as near to the end of the stopway as possible and, in any case, not more than 3 m outside the end?	[ ] Yes [ ] No [ ] N/A	□S □ NS

	5. Does stopway lights contain the following characteristics?		
	(a) the lights must be fixed and unidirectional showing red in the direction of the runway, and not visible to a pilot approaching to land over the stopway; and (b) the light distribution in the direction of the runway must be as close as possible to that of the runway edge lights;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Runway Centerline Lights		
	1. If the aerodrome uses the 30 m spacing option for the provision of runway center line lights, does the implementation of requirements which specify related maintenance objectives and which call for a demonstration of conformance with them?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Are Runway centerline lights provided on a precision approach runway Category II or III, and on a runway intended to be used for take-off with an operating minimum RVR lower than 400 m? Note:- Provision of runway centerline lights on a precision approach runway Category I where the width between the runway edge lights is greater than 50 m is recommended.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are Runway centerline lights located along the centerline of the runway, except that the lights may be uniformly offset to the same side of the runway centerline by not more than 60 cm, where it is not practicable to locate them along the centerline?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are Runway centerline lights located from the threshold to the end at longitudinal spacing of approximately 15 m. Where the serviceability level of the runway centerline lights specified as maintenance objectives in [MAS], as appropriate, can be demonstrated, and the runway is intended for use in RVR conditions exceeding 350 m, the longitudinal spacing may be increased	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	to approximately 30 m.? *Note: - Existing centerline lighting where lights are spaced at 7.5 m need not be replaced.*		
	For maintenance of runway marking purposes: 5. Are runway centerline lights have been offset of not more than 0.6 m from the true runway centerline?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does offsetting of runway center line lights in accordance with the provision stipulated in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Are Runway centerline lights of inset type, fixed lights showing variable white from the threshold to a point 900 m from the runway end. From 900 m to 300 m from the runway end, the light pattern is to be alternate red and variable white lights? 8. Are lights for the last 300 m before the runway end, show red? 9. Is the color of the lights show alternate red and white lights extend from the midpoint of the runway length to 300 m from the runway end, For runways less than 1800 meters in length?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Does the light intensity and distribution of runway centerline lights in accordance with: (a) [MAS], for 30 m spacing; (b) [MAS], for 15 m spacing.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	11. Does Centerline guidance for take-off from the beginning of a runway to a displaced threshold provided by: (a) an approach lighting system if its characteristics and intensity settings afford the guidance required during take-off and it does not dazzle the pilot of an aircraft taking off; or (b) runway centerline lights; or (c) barrettes of at least 3 m in length and spaced at uniform intervals of 30 m, as shown in [MAS], designed so that their photometric characteristics and intensity setting afford the guidance required during take-off without dazzling the pilot of an aircraft taking off.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Runway touchdown zone lights		
	1. Are Runway touchdown zone lights provided in the touchdown zone of a runway intended for precision approach Category II or III operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does Runway touchdown zone lights extend from the threshold for a distance of 900 m, except that for runways less than 1800 m in length and the system shall be shortened so that it does not extend beyond the mid-point of the runway? 3. Are the lightings is to consist of a series of transverse rows of lights, or barrettes symmetrically located on each side of the runway centerline?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Is each barrette of Runway touchdown zone lights consisting of three light	[ ] Yes [ ] No	☐S ☐ NS

	units at 1.5 m apart? 5. Does the innermost light of each barrette located equal to the lateral spacing of the touchdown zone marking? 6. Do the barrette lights dimensions comply with the requirement of [MAS]?	[ ] N/A		
	7. Is the first pair of barrettes located at 60 m from the threshold and subsequent barrettes are spaced longitudinally either 30 m or 60 m apart? *Note: To allow for operations at lower visibility minima, it may be advisable to use a 30 m longitudinal spacing between barrettes.*	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	8. Are Runway touchdown zone lights installed in inset form, fixed unidirectional lights showing variable white?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	9. Does Runway touchdown zone lights in accordance with [MAS] 9	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Simple Touchdown Zone Lights			
	1. Is a Simple Touchdown Zone Lights provided at the aerodrome, where the approach angle is greater than 3.5º and/or the Landing Distance Available combined with other factors increases the risk of an overrun, Except for [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Does Simple Touchdown Zone Lights installed with a pair of lights located on each side of the runway centerline 0.3 meters beyond the upwind edge of the final Touchdown Zone Marking?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	3. Is the lateral spacing between the inner lights of the two pairs of lights equal to the lateral spacing selected for the Touchdown Zone Marking? 4. Does the spacing between the lights of the same pair not more than 1.5 m or half the width of the touchdown zone marking, whichever is greater (See Figure 9.9-3)?		
	5. Are Simple Touchdown Zone lights installed on a runway without TDZ markings in which such position provides the equivalent TDZ information?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does a Simple Touchdown Zone Lights installed in a fixed unidirectional lights showing variable white, aligned so as to be visible to the pilot of a landing aeroplane in the direction of approach to the runway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Does a Simple Touchdown Zone Lights are supplied with power on a separate circuit to other runway lighting so that they may be used when other lighting is switched off?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Rapid exit taxiway indicator lights		
	1. Is the aerodrome provided with a Rapid exit taxiway indicator lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. If yes, Does RETIL installed on a runway intended for use in runway visual range conditions less than 350 meters and/or where traffic density is heavy, unless directed otherwise by CAA?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are set of rapid exit taxiway indicator lights installed on the same side of the runway as the associated rapid exit taxiway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	4. Does each set of lights is located 2 meters apart and the light nearest to the runway centerline is displaced 2 meters from the centerline?			
	5. Are set of rapid exit taxiway indicator lights for each exit when displayed not to overlap, where more than one rapid exit taxiway exists on a runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	6. Are Rapid exit taxiway indicator lights show fixed unidirectional yellow lights, aligned so as to be visible to the pilot of a landing aeroplane in the direction of approach to the runway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	7. Does the light intensity and distribution of rapid exit taxiway indicator lights in accordance with: (a) [MAS] for runways with 30 m centerline light spacing; or (b) [MAS] for runways with 15 m centerline light spacing, as appropriate.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	8. Does Rapid exit taxiway indicator lights is supplied with a power on a separate circuit to other runway lighting so that they may be used when other lighting is switched off?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Installation and Aiming of Light Fittings			
	1. Are the following points in the installation and aiming of light fittings followed; (a) the lights are aimed so that there are no deviations in the main beam pattern, to within 1/2° from the applicable standard specified in this chapter;	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	(b) horizontal angles are measured with respect to the vertical plane through the runway centerline; (c) when measuring horizontal angles for lights other than runway centerline lights, the direction towards the runway centerline is to be taken to be positive; (d) vertical angles specified are to be measured with respect to the horizontal plane.		
	Runway lead-in lighting systems		
	1. Is the aerodrome provided with a Runway lead-in lighting system?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. If yes, Does the provision of Runway lead-in lighting system is desired to provide visual guidance along a specific approach path, for reasons such as avoiding hazardous terrain or for purposes of noise abatement?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does runway lead-in lighting system consist of groups of lights positioned so as to define the desired approach path and so that one group must be sighted from the preceding group?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Is the interval between adjacent groups not to exceed approximately 1600 m? *Note.- Runway lead-in lighting systems may be curved, straight or a combination thereof.*	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does a runway lead-in lighting system extend from a point as determined by the appropriate authority, up to a point where the approach lighting system, if provided, or the runway or the runway lighting system is in view?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are each group of lights for a runway lead-in lighting system consist of at	[ ] Yes [ ] No	☐S ☐ NS

	least three flashing lights in a linear or cluster configuration? 7. Does the system is augmented by steady burning lights where such lights would assist in identifying the system?	[ ] N/A		
	8. Is the flashing lights and the steady burning lights showing a white color?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	9. Does the flashing lights in each group flash in sequence towards the runway.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Runway status lights			
	1. Is the aerodrome provided with a Runway status lights? 2. If yes, Does the provision of RELs and THLs in accordance with provision stipulated in 9.11.2.1 and 9.11.2.3?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Does RELs consist of at least five light units and spaced at a minimum of 3.8 m and a maximum of 15.2 m longitudinally, depending upon the taxiway length involved, except for a single light installed near the runway centerline?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Does an RELs illuminate as an array at each taxiway/runway intersection where they are installed less than 2 seconds after the system determines a warning is needed.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	5. Do RELs illuminate as an array at each taxiway/runway intersection where they are installed less than 2 seconds after the system determines a warning is needed?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	6. Does the intensity and beam spread of RELs in accordance with the	[ ] Yes	☐S	☐ NS

	specifications of *Note: Consideration for reduced beam width may be required for some REL lights at acute angled runway/taxiway intersections to ensure the RELs are not visible to aircraft on the runway.*	[ ] No [ ] N/A		
	7. Does a THLs consist of two rows of fixed in pavement lights showing red facing the aircraft taking off?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	8. Do THLs illuminate as an array on the runway less than 2 seconds after the system determines a warning is needed?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	9. Does RELs and THLs installed to be automated to the extent that the only control over each system will be to disable one or both systems?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Taxiway Lighting			
	1. Is the aerodrome provided with a taxiway centerline lights?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Does Taxiway centerline lights provided on a taxiway and apron intended for use in runway visual range conditions less than a value of 350 m (precision approach Category II or III) in such a manner to provide continuous guidance between the runway centerline and aircraft stands?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Is taxiway centerline lights used on a rapid exit taxiway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Is taxiway centerline lights provided on an exit taxiway, taxiway and apron in all visibility conditions where specified as components of an advanced	[ ] Yes [ ] No	☐S	☐ NS

	surface movement guidance and control system in such a manner as to provide continuous guidance between the runway centerline and aircraft stands?	[ ] N/A	
	Provision of taxiway edge lights		
	1. Are taxiway edge lights provided at the edges of runway turn pads, taxiways, aprons and holding bays intended for use at night and not provided with centerline lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Are taxiway edge lights provided at apron edges especially during night time and are these following requirements may occur include, but are not limited to: (a) aprons where taxi guidelines and aircraft parking position marking are not provided; (b) aprons where apron floodlighting provides inadequate illumination at the edge of the apron; and (c) where the edge of the apron is difficult to distinguish from the surrounding area at night.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Taxiway markers		
	1. Is the aerodrome used reflective taxiway edge markers instead of taxiway centerline or edge lights, or to supplement taxiway lights ,for code letter A or B taxiways?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Is the aerodrome apron taxiway provided with a taxiway lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are taxiway lights provided for taxying aircraft which do not need to alternate	[ ] Yes	☐S ☐ NS

	between taxiway centerline and edge lights?	[ ] No [ ] N/A		
	4. Are taxiway edge lights used to supplement taxiway centerline lights and where additional guidance is required to delineate taxiway edges?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Control of lights on taxiways			
	1. Is intensity control provided for taxiway lights, at an aerodrome with Air Traffic Service and taxiway lights with an average intensity within the main beam of more than 20 candela, to allow adjustment of the lighting to suit ambient conditions?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Are taxiway lights designed to allow taxiways in use to be lit and those not in use to be unlit and If it is desired to illuminate only standard taxi routes during certain period of operations, for example during low visibility operations?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Is there an interlocked provided for runway forming part of a standard taxi-route with runway lighting and taxiway lighting, the lighting systems in order to preclude the possibility of simultaneous operation ?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Location of taxiway centerline lights			
	1. Are taxiway centerline lights located on the taxiway centerline marking, except that they may be offset by not more than 30 cm where it is not practicable to locate them on the marking?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Spacing of taxiway centerline lights			
	1. Is the longitudinal spacing of taxiway centerline lights on a straight section of taxiway complied with the requirements of the values specified in Table 9.12-1 below?			

	Type General Last 60 m before a runway or apron Taxiways used in conjunction with a non-instrument, non-precision, or a precision approach Category I runway 60 m 15 m Taxiways used in conjunction with a precision approach Category II runway 30 m 15 m Taxiways used in conjunction with a precision approach Category III runway 15 m 7.5 m	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Is the last light of taxiway center line lights more than 1 m outside the line of runway edge lights, for the case of entry taxiway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Are the taxiway centerline lights continuing on from the preceding straight section at a uniform distance from the outside edge of the taxiway? 4. Are the lights spaced at intervals such that a clear indication of the curve i?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Location of taxiway centerline lights on other exit taxiway			
	1. Are taxiway centerline lights on exit taxiways, other than rapid exit taxiways have the ff;			
	(a) start at the tangent point on the runway; (b) have the first light offset 1.2 m from the runway centerline on the taxiway side; and (c) be spaced at uniform longitudinal intervals of not more than 7.5 m.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	Note:- See MAS for offset runway and taxiway centerline lights		
	Location of taxiway centerline lights on rapid exit taxiway		
	1. Does the location of taxiway centerline lights on a rapid exit taxiway must have the following:		
	(a) start at least 60 m before the tangent point; (b) on that part of taxiway marking parallel to the runway centerline, be offset 1.2 m from the runway centerline on the taxiway side; and (c) continue at the same spacing to a point on the centerline of the taxiway at which an aeroplane can be expected to have decelerated to normal taxiing speed. *Note:- See MAS for offset runway and taxiway centerline lights.*	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Is taxiway centerline lights for a rapid exit taxiway spaced at uniform longitudinal intervals of not more than 15 m if the runway has centerline lighting installed, otherwise the spacing may be up to a maximum of 30 m?		☐S ☐ NS
	Characteristics of taxiway centerline lights		
	1. Are taxiway centerline lights have an inset fixed lights showing green with beam dimensions such that the light is visible only from aeroplanes on or in the vicinity of the taxiway on: (a) a taxiway other than an exit taxiway; and (b) a runway forming part of a standard taxi-route.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	2. Does taxiway centerline lights on exit taxiways, including rapid exit taxiways inset fixed lights (See Figure 9.12-1): (a) showing green and yellow alternately, from the point where they begin to the perimeter of the ILS critical area or the lower edge of the inner transitional surface, whichever is farther from the runway; and (b) showing green from that point onwards; and (c) The first light in the exit centerline shall always show green and the light nearest to the perimeter shall always show yellow.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Where it is necessary to denote the proximity to a runway	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Does taxiway centerline lights have a fixed lights showing alternating green and yellow from the perimeter of the ILS critical/sensitive area or the lower edge of the inner transitional surface, whichever is farthest from the runway, to the runway and continue alternating green and yellow until? (a) their end point near the runway centerline; or (b) in the case of the taxiway centerline lights crossing the runway, to the opposite perimeter of the ILS critical/sensitive area or the lower edge of the inner transitional surface, whichever is farthest from the runway.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	5. Where the taxiway centerline lights are used for both runway exit and entry	[ ] Yes [ ] No	☐S	☐ NS

	purposes: 6. Does the color of the lights viewed by a pilot of an aircraft entering the runway is to be green? 7. Does the color of the lights viewed by a pilot of an aircraft exiting the runway is to be green and yellow alternately?	[ ] N/A		
	8. Where higher intensities are required, from an operational point of view:	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	9. Are the taxiway centerline lights on rapid exit taxiways intended for use in runway visual range conditions less than a value of 350 m in accordance with the specifications of [MAS]? 10. Is the number of levels of brilliancy settings for these lights the same as that for the runway centerline lights?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	11. Does taxiway centerline lights in accordance with the specifications of [MAS], where taxiway centerline lights are specified as components of an advanced surface movement guidance and control system and where, from an operational point of view, higher intensities are required to maintain ground movements at a certain speed in very low visibilities or in bright daytime conditions?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Beam dimensions and light distribution of taxiway centerline lights			
	1. Does the beam dimensions and light distribution of taxiway centerline lights be such that the lights are visible only to pilots of aircraft on, or in the vicinity of, the taxiway?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Is care necessary to limit the light distribution of the green taxiway centerline lights on or near a runway, or in the vicinity of a threshold so as to	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	avoid possible confusion with the runway threshold lights?		
	3. Does taxiway centerline lights comply with the specifications set out in [MAS] or, whichever is applicable, On a taxiway intended for use in conjunction with a non-instrument, non-precision or a precision approach Category I or II runway?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	4. Does taxiway centerline lights comply with the specifications set out in [MAS], whichever is applicable, on a taxiway that is intended for use in conjunction with a precision approach Category III runway?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Location of Taxiway Edge Lights		
	1. Are taxiway edge lights provided at the edges of a runway turn pad, holding bay or apron intended for use at night and on a taxiway not provided with taxiway centerline lighting and intended for use at night.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	2. Are Taxiway edge lights located outside the edge of the taxiway, being: (a) equidistance from the centerline except where asymmetric fillets are provided; and (b) as close as practicable to 1.2 m from the taxiway edge, but no further than 1.8 m, or nearer than 0.6 m.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	3. Where a taxiway intersects a runway, are the last taxiway edge lights aligned with the line of runway edge lights, and must not encroach beyond the line of runway edge lights into the area outlined by the runway edge lights?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	4. Are taxiway edge lights provided on a runway forming part of a standard taxi route and intended for taxiing at night if the runway is not provided with	[ ] Yes [ ] No [ ] N/A	□S □ NS

	taxiway centerline lights?		
	Characteristics of Taxiway Edge Lights		
	1. Are taxiway edge lights fixed omnidirectional lights showing blue and the lights must be visible: (a) up to at least 75° above the horizontal; and (b) at all angles in azimuth necessary to provide guidance to the pilot of an aircraft on the taxiway.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. At an intersection, exit or curve, 3. Are the lights shielded, as far as is practicable, so they cannot be seen where they may be confused with other lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Is the intensity of blue taxiway edge lights at least 2 cd from 0° to 6° vertical and 0.2 cd at any vertical angle from 6° to 75°?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Provision of runway guard lights		
	1. Is the aerodrome provided with a runway guard lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does a runway guard lights Configuration A provided at each runway/taxiway intersection when the runway is intended for use in: (a) runway visual range conditions less than a value of 550m where a stop bar is not installed; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	(b) runway visual range conditions of values between 550m and 1200m where the traffic density is heavy.			
	3. If directed by CAA, are runway guard lights Configuration A used at each runway/taxiway intersection associated with a runway intended for use in : (a) runway visual range conditions between 550m and 1200m where the traffic density is medium or light.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Pattern and location of runway guard lights			
	1. Which are the two standard configurations of runway guard lights the aerodrome use: (a) Configuration A (or Elevated Runway Guard Lights) has lights on each side of the taxiway, and (b) Configuration B (or In-pavement Runway Guard Lights) has lights across the taxiway.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. As part of runway incursion prevention measures: Are runway guard lights, Configuration A or B, provided at each taxiway/runway intersection where runway incursion hot spots have been identified, and used under all weather conditions during day and night?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Is configuration A runway guard lights located on both sides of the taxiway, at the runway holding position closest to the runway, with the lighting on both sides: (a) equidistant from the taxiway centerline; (b) not less than 3 m, and not more than 5 m, outside the edge of the taxiway; and	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	(c) at a distance from the runway centerline not less than that specified for a take-off runway in [MAS].		
	4. Is configuration B runway guard lights located across the entire taxiway, including fillets, holding bays, etc. at the runway holding position closest to the runway: (a) with the lights spaced at uniform intervals of 3 m; and (b) at a distance from the runway centerline not less than that specified for a take-off runway in [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Is configuration B runway guard lights not colocated with a stop bar installation?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Characteristics of runway guard lights		
	1. Are configuration A runway guard lights consist of two pairs of elevated lights showing yellow, one pair on each side of the taxiway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the requirements for runway guard lights characteristics contain the following:		
	(a) the centerline of lights in each pair shall be separated by a horizontal distance that is not less than 2.5 times, and not more than 4 times, the radius of the individual lantern lens; (b) each light shall be provided with a visor to minimize extraneous reflection from the optical surfaces of the lanterns;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	(c) the visors and the face of the light fitting surrounding the lantern lens shall be black to minimize reflection and provide enhanced contrast; (d) where additional isolation of the signal is required from the background, a black target board must be provided around the sides and top of the face of the light fitting. (e) Some other device or design, e.g. specially designed optics, must be used in lieu of the visor.			
	3. Are configuration B runway guard lights consist of inset lights showing yellow spaced at intervals of 3 m across the taxiway?	[ ] Yes [ ] No [ ] N/A	☐ S	☐ NS
	4. Is the light beam has a unidirectional and aligned so as to be visible to the pilot of an aeroplane taxiing to the holding position?	[ ] Yes [ ] No [ ] N/A	☐ S	☐ NS
	5. Does the performance of Configuration A runway guard lights complied with the following. (a) the lights in each pair are to be illuminated alternately at between 30 and 60 cycles per minute; (b) the light suppression and illumination periods of each light in a pair are to be of equal and opposite duration; (c) the light beams are to be unidirectional and aimed so that the beam centers cross the taxiway centerline at a point 60 m prior to the runway holding position;	[ ] Yes [ ] No [ ] N/A	☐ S	☐ NS

	(d) the effective intensity of the yellow light and beam spread are to be in accordance with the specifications in [MAS]. Where runway guard lights are intended for use during the day, the (e) intensity in yellow light and beam spreads of lights of Configuration A should be in accordance with the specifications in [MAS]. *Note: - The optimum flash rate is dependent on the rise and fall times of the lamps used. Runway guard lights, Configuration A, installed on 6.6 ampere series circuits have been found to look best when operated at 45 to 50 flashes per minute per lamp.*			
	6. Is the intensity in yellow light and beam spreads of lights of Configuration A in accordance with the specifications in [MAS], where runway guard lights are specified as components of an advanced surface movement guidance and control system where higher light intensities are required?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	7. Does the performance of Configuration B runway guard lights complied with the following: (a) adjacent lights are to be alternately illuminated and alternate lights are to illuminate in unison; (b) the lights are to be illuminated between 30 and 60 cycles per minute and the light suppression and illumination periods are to be equal and opposite in each light; *Note: - The optimum flash rate is dependent on the rise and fall times of the lamps used. Runway guard lights, Configuration A, installed on 6.6 ampere series circuits have been found to look best when operated at 45 to 50 flashes per minute per lamp. Runway*	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	guard lights, Configuration B, installed on 6.6 ampere series circuits have been found to look best when operated at 30 to 32 flashes per minute per lamp. (c) the light beam is to be unidirectional and aligned so as to be visible to the pilot of an aeroplane taxiing to the holding position. (d) the effective intensity of the yellow beam and beam spread are to be in accordance with the specifications in [MAS]. (e) Where runway guard lights are intended for use during the day, the intensity in yellow light and beam spreads of lights of Configuration B shall be in accordance with the specifications in [MAS]. *Note: - The optimum flash rate is dependent on the rise and fall times of the lamps used. Runway guard lights, Configuration B, installed on 6.6 ampere series circuits have been found to look best when operated at 30 to 32 flashes per minute per lamp.*		
	8. Is the intensity in yellow light and beam spreads of lights of Configuration B shall be in accordance with the specifications in [MAS], where runway guard lights are specified as components of an advanced surface movement guidance and control system where higher light intensities are required?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Control of runway guard lights		
	1. Are runway guard lights electrically connected such that all runway guard lights protecting a runway can be turned on when the runway is active, day or night?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Provision of Intermediate Holding Position Lights		

	1. Is the airport provided with an Intermediate holding position lights at each intermediate holding position marking?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Are intermediate holding position lights provided at an intermediate holding position intended for use in runway visual range conditions less than a value of 350 m, except where a stop bar has been installed.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Are intermediate holding position lights provided at an intermediate holding position where there is no need for stop-and-go signals as provided by a stop bar?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Pattern and Location of Intermediate Holding Position Lights			
	1. Are intermediate holding position lights consist of 3 inset lights, spaced 1.5 m apart, disposed symmetrically about, and at right angles to, the taxiway centerline, located not more than 0.3 m before the intermediate holding position marking or the taxiway intersection marking, on a taxiway equipped with centerline lights?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Are the intermediate holding position lights consisting of 1 elevated light on each side of the taxiway, located in line with the taxiway edge lights and the intermediate holding position, with prior CAA approval, on a taxiway equipped with edge lights?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Characteristics of Intermediate Holding Position Lights			
	1. Are Inset intermediate holding position lights have the following characteristics: (a) be fixed, unidirectional lights showing yellow;	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	(b) be aligned so as to be visible to the pilot of an aircraft approaching the holding position; and (c) have light distribution as close as practicable to that of the taxiway centerline lights.		
	2. Are elevated intermediate holding position lights have the following characteristics: (a) be fixed, unidirectional lights showing yellow; and (b) have light distribution as close as practicable to that of the taxiway edge lights	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Stop bars		
	1. Is the aerodrome provided with a stop bar? 2. Does a stop bar provided at every runway holding position serving a runway when it is intended that the runway will be used in runway visual range conditions less than a value of 350m, unless: (a) appropriate aids and procedures are available to assist in preventing inadvertent incursions of traffic onto the runway; or (b) operational procedures exists to limit, in runway visual range conditions less than a value of 550m, the number of: (i) aircraft on the maneuvering area on one at a time; and (ii) vehicles on the maneuvering area to the essential minimum.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are stop bar provided at every runway holding position serving a runway when it is intended that the runway will be used in runway visual range	[ ] Yes [ ] No	☐S ☐ NS

	conditions between values of 350 m and 550 m, unless: (a) appropriate aids and procedures are available to assist in preventing inadvertent incursions by aircraft and vehicles onto the runway; and (b) operational procedures exist to limit, in runway visual range conditions less than a value of 550 m, the number of: (i) aircraft on the maneuvering area to one at a time; and (ii) vehicles on the maneuvering area to the essential minimum. Where there is more than one stop bar associated with a taxiway/runway intersection, only one shall be illuminated at any given time.	[ ] N/A	
	4. Is the control mechanism for stop bars meets the operational requirements of the Air Traffic Service at that aerodrome?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	5. Are stop bars provided at an intermediate holding position to supplement markings with lights and to provide traffic control by visual means?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Location of stop bars		
	1. Are stop bars provided at every runway holding position serving a runway and: (a) be located across the taxiway on, or not more than 3 m before, the point at which it is intended that traffic approaching the runway stop; (b) consist of inset lights spaced at uniform intervals of no more than 3 m apart across the taxiway; (c) be disposed symmetrically	[ ] Yes [ ] No [ ] N/A	□S □ NS

	about, and at right angles to, the taxiway centerline		
	2. Does a pair of elevated lights, with the same characteristics as the stop bar lights, provided abeam the stop bar, located at a distance of at least 3 m from the taxiway edge sufficient to overcome the visibility problem and where a pilot may be required to stop the aircraft in a position so close to the lights that they are blocked from view by the structure of the aircraft?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Characteristics of Stop Bars		
	1. Are stop bar lights unidirectional and show red in the direction of approach to the intersection or runway holding position?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Where the additional lights specified in [MAS] are provided: 3. Are these lights have the same characteristics as the lights in the stop bar, and visible to approaching aircraft up to the stop bar position?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the intensity and beam spread of the stop bar lights in accordance with the applicable specifications in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does a selectively switchable stop bars installed in conjunction with at least three taxiway centerline lights (extending for a distance of at least 90 m from the stop bar) in the direction that it is intended for an aircraft to proceed from the stop bar?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does the lighting circuit for stop bars designed so that: (a) stop bars located across entrance taxiways are selectively switchable;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	(b) stop bars located across taxiways used as exit taxiways only are switchable selectively or in groups; (c) when a stop bar is illuminated, any taxiway centerline lights immediately beyond the stop bar are to be extinguished for a distance of at least 90 m; and (d) stop bars are interlocked with the taxiway centerline lights so that when the centerline lights beyond the stop bar are illuminated the stop bar lights are extinguished and vice versa. *Note: - Care is required in the design of the electrical system to ensure that all of the lights of a stop bar will not fail at the same time. Guidance on this issue is given in the Aerodrome Design Manual (Doc 9157), Part 5.*			
	7. Where stop bars are specified as components of an advanced surface movement guidance and control system and where, from an operational point of view: 8. Does a higher intensity settings for stop bars required to maintain ground movements at a certain speed in very low visibilities or in bright daytime conditions? 9. Are the intensity in red light and beam spreads of stop bar lights shall be in accordance with the specifications of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	No - entry Bars			
	1. Is the aerodrome provided with a No – entry bar?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	2. If yes, Does a No – entry bar provided across a taxiway which is intended to be used as an exit only taxiway to assist in preventing inadvertent access of traffic to that taxiway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are no-entry bars located across the taxiway at the end of an exit only taxiway where it is desired to prevent traffic from entering the taxiway in the wrong direction	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are no-entry bars consist of unidirectional lights spaced at uniform intervals of no more than 3 m showing red in the intended direction(s) of approach to the runway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does a pair of elevated lights added to each end of the no-entry bar where the in-pavement no entry bar lights might be obscured from a pilot's view, for example, by rain or any climatic conditions, or where a pilot may be required to stop the aircraft in a position so close to the lights that they are blocked from view by the structure of the aircraft?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does the intensity in red light and beam spreads of no-entry bar lights in accordance with the specifications in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Where no-entry bars are specified as components of an advanced surface movement guidance and control system and where, from an operational point of view: 8. Does a higher intensity settings for stop bars required to maintain ground movements at a certain speed in very low visibilities or in bright daytime conditions? 9. Are the intensity in red light and beam spreads of no-entry bar lights shall be in accordance with the specifications of [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	10. Does the lighting circuit for stop bars designed so that: (a) no-entry bars are switchable selectively or in groups; (b) when a no-entry bar is illuminated, any taxiway centerline lights installed beyond the no-entry bar, when viewed towards the runway, shall be extinguished for a distance of at least 90 m; and (c) when a no-entry bar is illuminated, any stop bar installed between the no-entry bar and the runway shall be extinguished.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Taxiway edge markers			
	1. Are taxiway edge markers provided on a taxiway where the code number is 1 or 2 and taxiway centerline or edge lights or taxiway centerline markers are not provided?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Are taxiway edge markers installed at least at the same locations as would the taxiway edge lights had they been used?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Are taxiway edge markers show retro-reflective blue color?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Is the surface of a taxiway edge marker as viewed by the pilot must be a rectangle with a height to width ratio of approximately 3:1 and a minimum viewing area of 150 cm^2?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	5. Is taxiway edge markers of lightweight, frangible and low enough to preserve adequate clearance for propellers and for the engine pods of jet aircraft?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Taxiway centerline markers			
	1. Are taxiway centerline markers used	[ ] Yes	☐S	☐ NS

	on sections of the taxiway as a supplement to taxiway edge markers or taxiway edge lights, e.g. on curves or intersections? 2. If yes, are taxiway centerline markers spaced greater than the spacing for centerline lights?	[ ] No [ ] N/A		
	3. Does taxiway centerline markers provided on a taxiway where the code number is 1 or 2 and taxiway centerline or edge lights or taxiway edge markers are not provided.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Does taxiway centerline markers provided on a taxiway where the code number is 3 or 4 and taxiway centerline lights are not provided if there is a need to improve the guidance provided by the taxiway centerline marking?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	5. Are taxiway centerline markers installed at least at the same location as would taxiway centerline lights had they been used?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	6. Are taxiway centerline markers located on the taxiway centerline marking except that they may be offset by not more than 30 cm where it is not practicable to locate them on the marking?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Characteristics of taxiway centerline markers			
	1. Does taxiway centerline markers show retro-reflective green?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Does the marked surface of taxiway centerline markers as viewed by the pilot rectangular shape and have a minimum viewing surface of 20 cm²?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Are taxiway centerline markers able to withstand being run over by the wheels of an aircraft without damage either to the aircraft or to the markers	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	themselves.		
	Photometric characteristics of taxiway lights		
	1. Does the average intensity of the main beam of a taxiway light is calculated by: (a) establishing the grid points in accordance with the method shown in [MAS]; (b) measuring the light intensity values at all grid points located within and on the perimeter of the rectangle representing the main beam; (c) calculating the arithmetic average of the light intensity values as measured at those grid points.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the maximum light intensity value measured on or within the perimeter of the main beam more than three times the minimum light intensity values so measured?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Installation and aiming of light fitting		
	1. Does the following points followed in the installation and aiming of light fittings: (a) the lights are aimed so that there are no deviations in the main beam pattern, to within ½° from the applicable standard specified in this Chapter; (b) horizontal angles are measured with respect to the vertical plane through the taxiway centerline; (c) when measuring horizontal angles for lights other than taxiway centerline lights, the	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	direction towards the taxiway centerline is to be taken to be positive. (d) vertical angles specified are to be measured with respect to the horizontal plane.		
	Apron Floodlighting		
	1. Is the aerodrome provided with apron flood lighting in accordance with ICAO apron floodlighting standard??	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Is the aerodrome have an existing floodlighting system on an apron currently used by larger aeroplanes which does not meet the specifications?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Provision of apron floodlighting		
	1. Are apron floodlighting provided on an apron, or part of an apron and on a designated isolated aircraft parking position intended for use at night.?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Location of apron floodlighting		
	1. Are apron floodlighting located so as to provide adequate illumination on all the apron service areas that are intended for use at night?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does apron flood lighting provided to an apron taxiway that is not provided with taxiway lighting? 3. 4. Does the provision of apron flood lighting in accordance with either 9.15.4.3(b) or 9.15.4.4(b)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Are apron floodlights located and shielded so that there is a minimum of direct or reflected glare to pilots of aircraft in flight and on the ground, air traffic controllers, and personnel on the apron?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Does an aircraft parking position receive, as far as practicable, apron	[ ] Yes	☐S ☐ NS

	floodlighting from two or more directions to minimize shadows? *Note:- For apron floodlighting purpose, an aircraft parking position means a rectangular area subtended by the wing span and overall length of the largest aircraft that is intended to occupy that position.*	[ ] No [ ] N/A		
	Does apron floodlighting poles or pylons penetrate the obstacle limitation surfaces?	[ ] Yes [ ] No [ ] N/A	□S	□ NS
	Characteristics of apron floodlighting			
	1. Does the apron floodlighting distributed across the phases of a three-phase power supply system to avoid a stroboscopic effect and to minimize the chance of an illuminated rotating object such as a propeller appearing stationary, at major aerodromes?	[ ] Yes [ ] No [ ] N/A	□S	□ NS
	2. Does the spectral distribution of apron floodlights colors used for aircraft marking connected with routine servicing, and for surface and obstacle marking, can be correctly identified? 3. Are Monochromatic lights must use?	[ ] Yes [ ] No [ ] N/A	□S	□ NS
	4. Does the average illuminance of an apron intended for larger aeroplanes be (a) at an aircraft parking position: (aircraft stand) (i) for horizontal illuminance – 20 lux with a uniformity ratio (average to minimum) of not more than 4 to 1; and (ii) for vertical illuminance – 20 lux at a height of 2 m above the apron in the relevant parking direction, parallel to the aeroplane centerline; (b) at other apron areas:	[ ] Yes [ ] No [ ] N/A	□S	□ NS

	(i) horizontal illuminance at 50 per cent of the average illuminance on the aircraft parking position with a uniformity ratio (average to minimum) of not more than 4 to 1.		
	5. Does the average illuminance of an apron intended to be used only by smaller aeroplanes be at least as follows: (a) at an aircraft parking position: (aircraft stand) (i) for horizontal illuminance – 5 lux with a uniformity ratio (average to minimum) of not more than 4 to 1; and (ii) for vertical illuminance – 5 lux at a height of 2 m above the apron in the relevant parking direction, parallel to the aeroplane centerline; (b) at other apron areas: (i) horizontal illuminance graded to a minimum of 1 lux at the apron extremities or 2 lux for apron edge taxiways which do not have taxiway lights.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Is a dimming control provided to allow the illuminance of an aircraft parking position on an active apron that is not required for aircraft use to be reduced to not less than 50 per cent of its normal values?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Does apron floodlighting for aprons used by larger aeroplanes have the following: (a) be included in the aerodrome secondary power supply system; and (b) be capable, following a power interruption of up to 30 seconds, of being re-lit and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	achieving not less than 50 per cent of normal illuminance within 60 seconds.		
	8. Does auxiliary floodlighting provided to immediately provide at least 2 lux of horizontal illuminance of aircraft parking positions If existing floodlights cannot meet the requirement of paragraph 9.15.4.6? 9. Does auxiliary floodlighting remain on until the main lighting has achieved 80 per cent of normal illuminance?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Provision of visual docking guidance systems		
	1. Is the aerodrome provided visual docking guidance system?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does a visual docking guidance system provided at an apron aircraft parking position equipped with a passenger loading bridge, where the characteristics of the passenger loading bridge require precise positioning of an aircraft, and other alternative means, such as marshallers, are not practicable?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Do the provisions of all new and/or replacement visual docking guidance system comply with this Section, when existing installations are to be replaced due to obsolescence, facility upgrade, change of apron layout, change of passenger loading bridge, change of aircraft category, change of operational requirements, or similar reasons?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Characteristics of visual docking guidance systems		
	1. Is the system provide both azimuth and stopping guidance?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	2. Does the azimuth guidance unit and the stopping position indicator adequate for use in all weather, visibility, background lighting, and pavement conditions for which the system is intended, both by day and night, and must not dazzle the pilot.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Does the azimuth guidance unit and the stopping position indicator be design such that? (a) a clear indication of malfunction of either or both is available to the pilot; and (b) they can be turned off.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Does the azimuth guidance unit and the stopping position indicator located in such a way that there is continuity of guidance between the aircraft parking position markings, the aircraft stand Maneuvering guidance lights, if present, and the visual docking guidance system?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	5. Does the accuracy of the system adequate for the type of loading bridge and fixed aircraft servicing installations with which it is to be used?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	6. Is the system usable by all types of aircraft for which the aircraft parking position is intended, preferably without selective operation?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	7. Does the system provide an identification of the selected aircraft type to both the pilot and the system operator as a means of ensuring that the system has been set properly, If selective operation is required to prepare the system for use by a particular type of aircraft?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Azimuth Guidance Unit - location			
	1. Does the azimuth guidance located on or close to the extension of the parking	[ ] Yes	☐S	☐ NS

	position centerline ahead of the aircraft so that its signals are visible from the cockpit of an aircraft throughout the docking maneuver and aligned for use at least by the pilot occupying the left seat?	[ ] No [ ] N/A		
	2. Is the systems acceptable with azimuth guidance aligned for use by the pilots occupying both the left and right seats?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Azimuth Guidance Unit - characteristics			
	1. Is the azimuth guidance provide unambiguous left/right guidance which enables the pilot to acquire and maintain the lead-in line without over controlling?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. When azimuth guidance is indicated by color change: 3. Is the color green used to identify the centerline and red for deviations from the centerline?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Stopping Position Indicator - location			
	1. Is the stopping position indicator located in conjunction with, or sufficiently close to, the azimuth guidance unit so that a pilot can observe both the azimuth and stop signals without turning the head?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Does the stopping position indicator usable at least by the pilot occupying the left seat.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Is the systems with stopping position indicator usable by the pilots occupying both the left and right seats acceptable?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Stopping Position Indicator - characteristics			
	1. Is the stopping position information provided by the indicator for a particular aircraft type for the	[ ] Yes [ ] No	☐S	☐ NS

	anticipated range of variations in pilot eye height and/or viewing angle?	[ ] N/A	
	2. Is the stopping position indicator show the stopping position of the aircraft for which the guidance is being provided? 3. Does it provide closing rate information to enable the pilot to gradually decelerate the aircraft to a full stop at the intended stopping position?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the stopping position indicator provide closing rate information over a distance of at least 10 m?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	When stopping guidance is indicated by color change: 5. Is color green used to show that the aircraft can proceed and red to show that the stop point has been reached except that for a short distance prior to the stopping point a third color may be used to warn that the stopping point is close.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Parking position identification sign		
	1. Is parking position identification sign provided at an aircraft parking position equipped with a visual docking guidance system?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Is parking position identification located to be clearly visible from the cockpit of an aircraft prior to entering the parking position	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Is parking position identification sign consisting of a numeric or alphanumeric inscription, in black on a yellow background? 4. Is the identification sign illuminated by a continuous line of green light outlining the inscription, when a parking position is to be used at night.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Notification of type of aircraft docking guidance systems		

	1. Does the information on particular types of installed visual docking guidance systems to be found in operation at aerodromes published in the AIP for use by pilots?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Does the aerodrome operator notify CAA of the details of their aircraft docking guidance system intended for use for International operations?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Does the visual docking guidance system information recorded in the Aerodrome Manual. The information to be provided is to include:	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	(a) type of visual docking guidance system; (b) descriptive information, including illustrations where appropriate, for any type of installed system; and (c) parking positions at which the system is installed	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Does notification about the details of visual docking systems made to AIS in accordance with Chapter 5, Aerodrome Information for AIP and Chapter 10, Operating Standards for Certified Aerodromes.	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Closed runway or taxiway			
	1. Does all aerodrome lighting extinguished, when a runway or taxiway, or portion thereof is closed and lightings is to be electrically isolated or disabled, to prevent inadvertent activation of the lights? 2. Does it contain the following criteria for lighting associated with closed and unserviceable areas?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	(a) the cover is firmly attached to the ground, so that it cannot be unintentionally dislodged; and (b) the cover, and its means of attachment to the ground, do not pose a hazard to aircraft, and do not constitute an object that is not lightweight and frangible.		
	3. Are unserviceability lights placed across the entrance to the closed area at intervals not exceeding 3 m, where a closed runway, taxiway, or portion thereof, is intercepted by a useable runway or taxiway which is used at night?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are the lights placed at intervals sufficiently close so as to delineate the unserviceable area and, in any case, must not be more than 7.5 m apart?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Characteristics of unserviceability lights		
	5. Unserviceability lights are to be steady red lights	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. The lights are to have an intensity sufficient to ensure conspicuity considering the intensity of the adjacent lights and the general level of illumination against which they would normally be viewed. In no case is the intensity to be less than 10 cd of red light.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Vehicle warning lights		
	1. Is the aerodrome provided with a vehicle warning lights?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. If yes, Are vehicle warning lights, as required by [MAS], provided at an aerodrome to indicate to pilots and others the presence of moving vehicles or equipment on the movement area?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	3. Are vehicle warning light or lights mounted on the top of the vehicle to provide 360° visibility?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Are the lights show a color amber/yellow/orange, and be flashing or rotating of a type acceptable to CAA?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	For emergency or security vehicles not dedicated to aerodrome use: 5. Are vehicle warning lights comply with the local traffic code acceptable for on aerodrome operation?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Works limit lights			
	1. Is the aerodrome provided with a works limit lights ?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. If yes, are works limit lights provided to indicate to persons associated with the works organization the limit of the works area?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Are works limit lights portable, amber/yellow/orange lights of a standard type commercially available as works warning lights?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Road holding position lights / Road and Car Park Lighting			
	1. Is the aerodrome provided with a road holding position lights / road and car park lighting?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. If yes, are road holding position lights provided at each road-holding position serving a runway when it is intended that the runway will be used in runway visual range conditions less than a	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	value of 350 m?		
	3. Are road-holding position light provided at each road-holding position serving a runway when it is intended that the runway will be used in runway visual range conditions of values between 350 m and 550 m?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are road-holding position light located adjacent to the holding position marking 1.5 m (±0.5 m) from one edge of the road, i.e. left or right as appropriate to the local traffic regulations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does road-holding position light comprises: (a) a controllable red (stop)/green (go) traffic light; or (b) a flashing-red light.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are road-holding position unidirectional and aligned so as to be visible to the driver of a vehicle approaching the holding position?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Is the intensity of the light beam adequate for the conditions of visibility and ambient light in which the use of the holding position is intended, but shall not dazzle the driver?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Is the flash frequency of the flashing-red light between 30 and 60 flashes per minute?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. CAA regulate the lighting of roads and car parks, other than ensuring compliance with [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Where road and car park lighting is required on an aerodrome;	[ ] Yes [ ] No	☐S ☐ NS

	11. Does aerodrome operator consult with the relevant local road authority.	[ ] N/A		
	Monitoring, Maintenance and Serviceability of Aerodrome Lighting			
	1. Does the aerodrome operator monitor and maintain all lights and lighting systems associated with the aerodrome visual ground aids, both day and night, on a continuing basis for correctness and so that they are easily seen?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Is monitoring of lighting systems such as T-VASIS, PAPI and approach lighting carried out in accordance with the frequencies and procedures set out in the Aerodrome Manual?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Are other aerodrome lights monitored during the daily serviceability inspections and they must be switched on for this purpose?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	4. Are grass areas around lights maintained such that the lights are not in any way obscured? 5. Are lights kept free from dirt so as not to degrade their color and conspicuousness and damage to lights, including loss or degradation of light be made good?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	Reporting of aerodrome lighting outage			
	1. Does the aerodrome operator immediately fixed any aerodrome light outages detected?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	2. Does the aerodrome operator notify the NOTAM office, when lighting system is out of service?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS
	3. Is appropriate NOTAM to warn pilots of light outages in this regard properly issued?	[ ] Yes [ ] No [ ] N/A	☐S	☐ NS

	4. Does the operator of an aerodrome have a process of assessing aerodrome lighting outages? 5. If yes, does it conform with the provisions stipulated in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Are the following conditions for flashing or occulting light is deemed to be on outage when?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	(a) the light ceases to flash or occult; or (b) the frequency and/or duration of flash is outside the specified range by a factor of 2 to 1 or greater; or (c) within a 10 minute period, more than 20% of flashes fail to occur.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Are the following conditions for lighting system considered to be on outage when?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	(a) in the case of a lighting system comprising less than 4 lights (e.g. intermediate holding position lights or runway threshold identification lights), any of the lights are on outage; (b) in the case of a lighting system comprising 4 or 5 lights (e.g. wind direction indicator lights or runway guard lights), more than 1 light is on outage; (c) in the case of a lighting system comprising 6 to 13 lights (e.g. threshold lights), more than 2 lights are on outage, or 2 adjacent lights are on outage; (d) in the case of a lighting system comprising more than 13 lights, more than 15% of the	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

	lights are on outage, or two adjacent lights are on outage.		
	8. For a T-VASIS: Do the outage standards take into account both the number of outage lamps within a light unit, and also the number of light units within the T-VASIS system. The standards are:		
	(a) A T-VASIS light unit is deemed on outage when 3 or more lamps in the electrical (day) circuit are on outage, or when any of the lamps in the electrical (night) circuit is on outage. (b) A T-VASIS system is deemed on outage when: (i) bar units □ more than 2 light units or two adjacent light units are on outage; (iii) fly-up units □ more than 1 light unit are on outage; (iii) fly-down units □ more than 1 light unit are on outage. (c) An AT-VASIS system is deemed on outage when: (i) bar units □ more than 1 light unit is on outage, or (ii) fly-up units □ any light unit is on outage, or (iii) fly-down units □ any light unit is on outage. (d) Whenever a red filter has deteriorated such that it does not produce the correct color light beam, is missing or is damaged, all the lamps within the affected light unit must be extinguished until the red filter is rectified. The affected light unit is included as an outage light unit when applying (b) or (c) above.	[ ] Yes [ ] No [ ] N/A	□S □ NS
	9. For a PAPI:	[ ] Yes [ ] No	□S □ NS

	Do the outage standards take into account both the number of lamps on outage within a light unit, and also the number of light units within the PAPI system? The standards are: (a) A PAPI light unit is deemed on outage when more than 1 lamp in a 3-or more lamp light unit is on outage, or any lamp in a less-than-3-lamp light unit is on outage. (b) Whenever a red filter has deteriorated such that the correct color is not showing, is missing or is damaged; all the lamps associated with that filter must be extinguished until the red filter is rectified. The affected lamps are included in outage when determining (a) above.	[ ] N/A		
	Visual Aids for Denoting Restricted Use Area			
	1. Does an aerodrome operators develop and implement procedures to mark permanent and temporary movement area closures and meet location and characteristic specifications?	[ ] Yes [ ] No [ ] N/A	□S	□ NS
	Surface movement guidance and control system (SMGCS)			
	1. Does aerodrome operators comply with the regulations for the provision of a surface movement guidance and control system (SMGCS) and that signs shall be provided to convey a mandatory instruction, information on a specific location or destination on a movement area?	[ ] Yes [ ] No [ ] N/A	□S	□ NS
	2. At aerodromes where selective switching of stop bars and taxiway centre line lights is used for surface movement guidance and control system (SMGCS), Does the implementation of the requirements in accordance with standards?At aerodromes where selective switching of stop bars and taxiway centre line lights is used for surface movement guidance and control system (SMGCS), Does the implementation of the requirements in accordance with standards?	[ ] Yes [ ] No [ ] N/A	□S	□ NS
	3. Does an aerodrome's surface movement guidance and control system (SMGCS) is designed to assist in the prevention of	[ ] Yes [ ] No	□S	□ NS

	inadvertent incursions of aircraft and vehicles onto an active runway or taxiway, and collisions on any part of the movement area?Does an aerodrome's surface movement guidance and control system (SMGCS) is designed to assist in the prevention of inadvertent incursions of aircraft and vehicles onto an active runway or taxiway, and collisions on any part of the movement area?	[ ] N/A	

Appendix 7C-7: MAINTENANCE OF THE MOVEMENT AREA

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol. I, C10 GM Doc 9774, App.1-4.7 Generic Aerodrome Manual,P4.6	**4.7 MAINTENANCE OF THE MOVEMENT AREA** *Particulars of the facilities and procedures for the maintenance of the movement area, including:*		
	1. Does the aerodrome manual contain particulars of the procedures for the routine maintenance of movement area surfaces and drainage systems to ensure that their performance will not be degraded?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Is there a maintenance programme, including preventive maintenance where appropriate established by the aerodrome operator to maintain facilities in a condition which does not impair the safety, regularity or efficiency of air navigation?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. If yes, do the facilities include such items as pavements, visual aids, fencing, drainage systems, electrical systems and buildings?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the maintenance programme include the arrangements for the maintenance of paved and/or unpaved runways and associated, shoulders and safety areas?		☐S ☐ NS
	5. Does it include the arrangements for the maintenance of paved and or unpaved taxiways and		☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	associated shoulders?		
	6. Does it include the arrangements for the maintenance of associated runway and taxiway strips?		☐S ☐ NS
	7. Is the operator maintaining record in accordance with their aerodrome manual?		☐S ☐ NS
	8. Does the design and application of the maintenance programme observe Human Factors principles?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Are adequate and suitable staff and resources available? • no. of personnel • qualification standards/ experience/competency • list of trainings	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Pavements 10. Are paved runway, taxiway and apron surfaces kept clear of objects or debris that may cause damage to aircraft structures or engines, or impair the operation of aircraft systems?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. Is the surface of a runway maintained in a condition such as to prevent formation of harmful irregularities?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12. Is the paved runway	[ ] Yes	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	maintained in a condition so as to provide surface friction characteristics at or above the minimum friction level specified by CAA?	[ ] No [ ] N/A	
	13. Is the runway surface friction characteristics for maintenance purposes periodically measured with a continuous friction measuring device using self-wetting features and documented? 14. Is the frequency of these measurements sufficient to determine the trend of the surface friction characteristics of the runway?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	15. When runway surface friction measurements are made for maintenance purposes using a self-wetting continuous friction measuring device, does the performance of the device meet the standard set or agreed by CAA?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	16. Are personnel measuring runway surface friction required in 13 above trained to fulfil their duties?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	17. Is corrective maintenance action taken to prevent the runway surface friction characteristics for either the entire runway or a portion thereof from falling below a minimum friction level specified by CAA?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	18. If the runway surface is visually assessed, as necessary, under natural or simulated rain conditions for ponding or poor drainage and where required, are corrective maintenance action taken?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	19. When a taxiway is used by turbine-engined aeroplanes, is the surface of the taxiway shoulders maintained so as to be free of any loose stones or other objects that could be ingested by the aeroplane engines?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Removal of contaminants 20. Are standing water, mud, dust, sand, oil, rubber deposits and other contaminants removed from the surface of runways in use as rapidly and completely as possible to minimize accumulation?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	21. Does the aerodrome operator ensure that chemicals are not use that may have harmful effects on aircraft or pavements, or chemicals which may have toxic effects on the aerodrome environment?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Visual aids (Marking)		☐S ☐ NS
	22. Is there a system of preventive maintenance of visual aids employed to ensure lighting and marking system reliability?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Runway Surface Friction		☐S ☐ NS
	23. Does the operator carry out runway friction	[ ] Yes	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	measurement/assessment?	[ ] No [ ] N/A	
	24. What is the equipment used for the measurement/assessment	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	25. Is the equipment compatible with approved Continuous Friction Measuring Equipment (CFME)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	26. Is the purpose of measurement/assessment well defined?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	27. Is the CFME checked/calibrated in accordance with the manufactures' operating instructions before use?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	28. What is the periodicity of assessment and is it in line with the recommended interval?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	29. What is the assessment speed? (65km/hr, 96km/hr recommended)	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	30. What friction values are obtained during the last measurement	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	31. If values in 30 above are below the maintenance planning level, have appropriate measures been taken (corrective maintenance action)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	32. If values in 30 above are below the minimum friction level, have appropriate	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	measures been taken? (NOTAM action indicating runway slipperiness)	[ ] N/A	
	33. Is runway friction assessment conducted following any significant maintenance activity, such as runway resurfacing?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	34. Is the friction value for the resurfaced runway in agreement with the recommended design objective level?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	35. Are personnel operating the CFME properly trained in its operation and maintenance?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	36. Does the run pattern for a runway with TDZ markings planned so as to include one run either side of the centerline to pass through the center of the painted TDZ markings?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	37. Are records of all runway surface friction assessment kept?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	38. Does the runway friction assessment results/records format conform to recommended format?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	39. Does the aerodrome operator maintain runways with sealed, asphalt or concrete surfaces, in accordance with the surface texture standards specified by State [or in Chapter 2 of Doc 9137, Part 2 – Pavement Surface Conditions]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	40. Does the Aerodrome Technical Inspection of runway surfaces confirm that the texture standard is being met?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	41. Under dry conditions, is the condition of a runway pavement generally assessed using a self-wetting continuous friction measuring device? Are the evaluation tests of runway surface friction characteristics made on clean surfaces of the runway when first constructed or after resurfacing?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	42. Are friction measurements taken at intervals that will ensure identification of runways in need of maintenance or special surface treatment before the surface conditions deteriorate further? Is the time interval between measurements depend on factors such as aircraft type and frequency of usage, climatic conditions, pavement type, and maintenance requirements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	43. When conducting friction tests using a self-wetting continuous friction measuring device, there is a drop in friction with an increase in speed. However, as the speed increases, the rate at which the friction is reduced becomes less. The macrotexture of the surface	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	affects the relationship between friction and speed. Therefore, a speed high enough to reveal these friction/speed variations shall be used. It is desirable, but not mandatory; to test the friction characteristics of a paved runway at more than one speed.		
	44. If the measured friction level falls below the relevant Maintenance planning level values in [MAS], does the aerodrome operator initiate appropriate corrective maintenance action to improve the friction?	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	45. If the measured friction level falls below the relevant minimum friction level values in [MAS], does the aerodrome operator promulgate by NOTAM, that the runway pavement falls below minimum friction level when wet? Additionally, is corrective maintenance action taken without delay? This requirement applies when friction characteristics for either the entire runway or a portion thereof are below the minimum friction level.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	Deterioration of Runway Grooves 46. When a runway pavement surface has been grooved, does the aerodrome operator periodically check the condition of the runway grooves in accordance with the guidance provided in	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	CAA Advisory Circular No. ...[e.g. US Federal Aviation Administration (FAA) advice set out in the FAA Advisory Circular AC 150/5320-12D]? "The FAA AC 150/5320-12D states that when 40 per cent of the grooves in the runway are equal to or less than 3 mm in depth and/or width for a distance of 457 m, the effectiveness of the grooves for preventing hydroplaning will have been considerably reduced. The aerodrome operator shall take immediate corrective action to reinstate the 6 mm groove depth and/or width".		
	Surface Irregularities 47. Does the aerodrome operator maintain the surface of paved runways in a condition such as to preclude excessive bouncing, pitching, vibration or other difficulties with control of aircraft?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	48. Does the aerodrome operator ensure that paved runway surfaces are maintained so that standing water is neither formed nor retained? Are "Birdbath" depressions repaired at the earliest opportunity?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	Drainage characteristics of the movement area and adjacent areas 49. Does the aerodrome operator ensure that accumulation of rubber deposits will not reduce the drainage capacity which can result in impaired safety? 50. When grooving are used, is the condition of the grooves regularly inspected to ensure that no deterioration has occurred and that the grooves are in good condition?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Standards for Natural and Gravel Surface Runways 51. Are the surfaces of natural and gravel surface runways and runway strips maintained to the physical standards outlined in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	52. Has the operator provided sufficient and adequate equipment? • list of equipment	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	53. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C-8: AERODROME WORKS SAFETY

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc 9774, App.1-4.8 Generic Aerodrome Manual, P4.9 Practices CASA MOS, Part 139, Chapter 15	**4.8 AERODROME WORKS SAFETY** *Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following:*		
	1. Does the operator of a certified aerodrome arrange aerodrome works so as not to create any hazard to aircraft or confusion to pilots?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the aerodrome manual include particulars of the procedures for planning and safely carrying out aerodrome works?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Are provisions of safety precautions adhered to when aerodrome works are carried out, without aerodrome closure?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are aerodrome works carried out in the following manner: • method of working plan; and • short term maintenance/time-limited works.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. When a temporary displaced threshold is required for more than 300 m, is the matter referred to the CAA for assessment?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Method of Working Plans 6. For aerodrome used by aircraft of more than 5,700 kg maximum take-off weight, is	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	there a Method of Working Plan (MOWP) prepared for aerodrome works?		
	7. Are arrangements for carrying out those works set out in the MOWP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Is the MOWP prepared in accordance with [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. In the preparation of the MOWP, does the aerodrome operator consult the following? • commercial air transport operators using the aerodrome; • Air Traffic Control; and • Aerodrome Rescue and Fire Fighting Service.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Does the aerodrome operator give a copy of the MOWP, and for any alteration thereof, to CAA as soon as possible after the MOWP is prepared or altered?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. Are aerodrome works, for which a MOWP is required, carried out in accordance with the arrangements set out in the authorized MOWP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12. When the aerodrome is closed to aircraft operations while aerodrome works are being carried out, does the aerodrome operator give reasonable notice of intention to close the aerodrome to the following entities? • CAA; • Commercial Air Transport Operators; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	• All organizations and persons likely to be affected.		
	13. Does the operator give notice of closure at least 14 days before it takes place?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	14. For emergency aerodrome works carried out to repair unforeseen damage to part of the maneuvering area, or to remove an obstacle, or if the works do not require any restrictions to aircraft operations, where practicable, are NOTAMs issued, indicating the time and date of the commencement of the works, as early as possible, but preferably not less than 48 hours before commencement of the works?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Time-Limited Works 15. Are aerodrome works carried out as time-limited works, if normal aircraft operations are not disrupted, the movement area can be restored to normal safety standards in no more than 30 minutes, including the removal of any obstacle created by those works?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	16. Does the time-limited works include the following? • maintenance of markings and lights; • grass mowing; • rolling surfaces; • sweeping pavements; • minor repairs to	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	pavements; and • surveys and inspections.		
	17. Does a person commence time-limited works that require more than 10 minutes to restore normal safety standards to the movement area and remove obstacles, unless a NOTAM has been issued not less than 24 hours before the commencement, giving the date and time of commencement and the time required to restore normal safety standards?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Restrictions on Time-Limited Works 18. Does time-limited works are carried out at night or if visibility is less than 5 kilometers? if yes are they authorized by Air Traffic Control at a controlled aerodrome or can normal safety standards can be promptly restored so as to allow an aircraft operation to take place without delay?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Restoration of Normal Safety Standards 19. Are Time-limited works stopped and normal safety standards restored when required to allow an aircraft operation to take place?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	20. Are reasonable measures taken to complete the restoration of normal safety standards not less than 5 minutes before the scheduled or notified time of an aircraft operation?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	Resumption of Aerodrome Works 21. Are Works that have been stopped to allow the restoration of normal safety standards are resumed under the following conditions? : • if stopped for an aircraft arrival, immediately after the arrival, if the safety of the aircraft is not endangered by the resumption; or • if stopped for an aircraft departure, 15 minutes after the departure has taken place; or • if stopped for an aircraft arrival that does not take place; 30 minutes after the time scheduled or notified for the arrival (when a new estimated time of arrival (ETA) is established).	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Management and control of aerodrome works 22. Does the aerodrome operator ensure that aerodrome works are carried out in accordance with the standards of aerodrome work safety?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	23. Is there a person appointed by the aerodrome operator in writing as a works safety officer for the purpose of ensuring the safe conduct of aerodrome works? • appointment	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	24. Does the aerodrome operator has qualification or attribute requirements for a works safety officer, in accordance with [MAS] • duties of works safety	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	officer		
	25. Is the works safety officer required to be present at all times if aerodrome works are being carried out and the aerodrome is open to aircraft operations? For time limited work, a dedicated safety officer is not required if one of the persons conducting the work activity is competent to be a work safety officer	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	26. Does the aerodrome operator takes all reasonable measures to ensure that the works organization carries out aerodrome works in a manner that will ensure the safety of aircraft operations? • MOWP • safety arrangements/requirements with works organization	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	27. Are Persons, vehicles, plant and equipment required for carrying out aerodrome works issued relevant permits to enter the movement area or remain on it for the purpose of carrying out those works?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	28. Are access to works areas only along routes shown in the MOWP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	29. Are Procedures for entering works areas stated in the MOWP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	Markers, Markings and Lights ~~30.~~ Are Aerodrome markers, markings and lights required for, or affected by, aerodrome works installed, altered or removed in accordance with the appropriate standards? ~~31.~~30.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~32.~~31. Are parts of the movement area that are unserviceable as a result of aerodrome works being carried out marked and lit in accordance with the appropriate standards?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~33.~~32. Are all obstacles created as a result of aerodrome works being carried out marked and lit in accordance the appropriate standards in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~34.~~33. Are vehicles and plant used in carrying out aerodrome works marked in accordance with [MAS] (Marking of vehicles)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~35.~~34. Are vehicles and plant used in carrying out aerodrome works at night lit in accordance with [MAS] (Monitoring, maintenance and serviceability of aerodrome lighting)?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Communication Equipment ~~36.~~35. At a controlled aerodrome, is the vehicle used by a works safety officer while supervising aerodrome works equipped with a radio for two-way communication with Air Traffic Control?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	~~37.~~36. For the purpose of communication with Air Traffic Control, is the vehicle used by a works safety officer given a call sign?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~38.~~37. Any vehicle or plant that is not marked or lit; or equipped with a two-way radio, is there a direct supervision from the works safety officer, or is it used only within the limits of appropriately marked and lit work areas?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Completion ~~39.~~38. On the completion of aerodrome works and the restoration of normal safety standards to the movement area, does aerodrome operator initiate cancellation any NOTAM to advise of those works?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Runway Pavement Overlays ~~40.~~39. Is there a provision for a temporary ramp between the new and the old runway surfaces at the end of an overlay work session, when the runway is to be returned to an operational status, left with an abrupt vertical surface of more than 25 mm?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~41.~~40. Is there a provision where the longitudinal slope of the temporary ramp described in [MAS] or paragraph 10.4.1 of Annex 14, Volume I, measured with reference to the existing runway surface or previous overlay course: a) 0.5 to 1.0 per cent for	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
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	overlays up to and including 5 cm in thickness? and b) not more than 0.5 per cent for overlays more than 5 cm in thickness?		
RP A14 Vol.I,10.4.2	~~42.~~41. Where practicable, is the direction of pavement overlay proceeding from one end of the runway toward the other end so that based on runway utilization most aircraft operations will experience a down ramp?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~43.~~42. Where practicable, is the entire width of the runway overlaid during each work session? Where the entire width of the runway cannot be overlaid during a work session, is the central two-third width of the runway overlaid? In this case, is a temporary transverse ramp of between 0.8 and 1.0 per cent provided between the edge of the new overlay surface and the existing runway surface or previous overlay course when the difference in level exceeds 25 mm?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	~~44.~~43. Before a runway being overlaid is returned to a temporary operational status, is a runway centerline marking conforming to the specifications in [MAS] provided? ~~45.~~44. Additionally, is the location of any temporary threshold identified by a 3.6	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
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	m wide transverse stripe?		
	46.45. Is the overlay constructed and maintained above the minimum friction level specified in [MAS]?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Works on Runway Strips 54. Are works on runway strips carried out in the shortest possible time? 55. Where undertaken within 23 m of the edge of the runway or runway shoulder: (a) are works undertaken only on one side of the runway at any one time?; (b) is the works area at any one time must not exceed 9 square meters, except for machine cut trenches, not exceeding a width of 100 mm and length of 280 m?; (c) are materials such as gravel, signs and lights, etc. left within this part of the runway strip, must not exceed one half meter in height above ground. Any material likely to be affected by propeller wash or jet blast, must be removed?; and (d) Do plant and vehicles vacate this area when the runway is in use?.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	56. Where works are undertaken on a runway strip between 23 m from the edge of the runway or runway shoulder and the edge of the graded runway strip, do similar restriction applied within this area of the runway strip in accordance	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
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	with [MAS]?		
	57. Where works are to be undertaken in the vicinity of navigational or landing aids located within the runway strips, does the aerodrome operator ensure that care must be taken to in order that neither the works nor vehicles or plant associated with the works, may affect the performance of the aids?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Method of Working Plans 58. Does he MOWP presented in sections in the following sequence? (a) title page (b) works information (c) restrictions to aircraft operations (d) restrictions to works organization (e) administration (f) authority (g) drawings (h) distribution list.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Title Page 59. Is the MOWP given a reference number, consisting of the code used to identify the aerodrome in the AIP, the last two digits of the year and the number given to the MOWP by the aerodrome operator?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	60. Is the MOWPs issued in relation to the same aerodrome numbered consecutively in the order of their issue?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	61. Is the MOWP number, the	[ ] Yes	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
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	date of issue, and the date and number of any amendment set out in the top right hand corner of the title page?	[ ] No [ ] N/A	
	62. Does the title indicate the location of the work and does it give a short description of the project, for instance "[*name* Aerodrome]: Runway 07/25 repairs"?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	63. Does the date of approval of the MOWP, the date of commencement and the date of expiry of the MOWP, and the date of completion of the set out on the title page?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	64. Does the title page include a list of the sections of the MOWP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Works Information 65. Does the works information of MOWP contain the following: (a) an outline of the full scope of the works and state which aerodrome facilities are affected? (b) planned date and time of commencement, the duration of each stage and the time of completion; (c) the following sentence: "The actual date and time of commencement will be advised by a NOTAM, to be issued not less than 48 hours before work commences"?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Restrictions to aircraft operations and issue of NOTAMs	[ ] Yes	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
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	66. Does this section of the MOWP in a form that allows its separate issue to aircraft operators and permits those operators to have easy reference to the information as it affects them?	[ ] No [ ] N/A	
	67. Does this section of the MOWP state each restriction and each aircraft type affected by that restriction?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Work Stages 68. Are any restrictions to aircraft operations on the maneuvering area, or in the approach and take-off areas listed and shown on drawings of each stage of the works?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	69. When complex works are being undertaken, is a table showing the restrictions applicable to each stage of the works and for each type of aircraft operation included?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	70. Does the table outline the various work stages with start and completion dates and have a remarks column to list details of special restrictions and the issue of NOTAMs for the information of a pilot before a flight?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Emergencies and Adverse Weather 71. Does the MOWP outline details, if any, of special arrangements to be made during works if emergencies or adverse weather conditions occur?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	NOTAMs 72. Does the full text of all planned NOTAMs associated	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
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	with the aerodrome works included?	[ ] N/A	
	Restrictions to Works Organizations 73. Does the MOWP provide any restrictions on the organization carrying out of aerodrome works and requirements for the restoration of normal safety standards?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Personnel and Equipment 74. When personnel and equipment are required to vacate the movement area for certain operations, does the MOWP specifically mention of this fact be made, for example: "All personnel and equipment will clear runway strip 11/29 for all operations by aircraft larger than B737"?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Access 75. Does the MOWP identify the routes to and from the works area and the procedures for entering the works areas within the movement area?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	76. Are the particulars of routes to and from the works area shown in drawings attached to the MOWP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Aerodrome Markers, Markings and Lights 77. Are details of arrangements for the installation, alteration and removal of aerodrome markers, markings and lights in the work areas and other areas affected by the aerodrome works shown in drawings attached to the	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	MOWP?		
	Protection of Electrical Services 78. Does the MOWP set out procedures for ensuring that electrical services and control cables are not damaged?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Special Requirements 79. Does the MOWP provide details of any special requirements arising during or on completion of aerodrome works, for example, arrangements for leaving pavement surfaces swept and clean before evacuation of the works area?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Administration 80. Does the MOWP provide the name of the Project Manager appointed by the aerodrome operator and the means of contact, including the means outside normal working hours?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	81. Does the MOWP provide the names of the works safety officer or officers appointed by the aerodrome operator and the means of contact, including the means outside normal working hours?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	82. Does the MOWP provide the name of the works organizer (where appropriate) and the means of contact, including the means outside working hours?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Authority 83. Do each MOWP contain the following statement: "All works will be carried out in accordance with the MOWP"?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	84. Do each MOWP set out its expiry date, and any alteration of that date?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	85. Do each MOWP signed by the aerodrome operator or the project manager?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Drawings 86. Are drawings, which provide a visual reference for each stage of the works attached in the MOWP? Does the drawings contain specific details such as works area, restrictions to aircraft, location of radio navigational aids, exact location of visual ground aids and markings, details of the height and location of critical obstacles, location of temporary taxiways, access routes, storage areas for material and equipment, and the location of electrical services and control cables which may be disturbed during the works?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	Distribution List 87. Does the distribution list of the MOWP include at least the following persons and organizations? (a) the project manager; (b) the works safety officer; (c) the aerodrome security manager, if any; (d) the works organizer; (e) the CAA aerodrome inspector; (f) ATC and the Rescue and Firefighting Service Unit	[ ] Yes [ ] No [ ] N/A	□S □ NS

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	for the aerodrome; (g) the air transport aircraft operators using the aerodrome at which the aerodrome works are to be carried out; and (h) fixed-base operators using the aerodrome at which the aerodrome works are to be carried out.		
			☐S ☐ NS
	Works Safety Officer 88. Are the responsibilities of the Works Safety Officer provided in the aerodrome manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Reportable occurrences and reporting procedures 89. Are works related incidents noted and reported?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	90. Are follow-up action being taken after the incident has occurred?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Aerodrome occurrence records 91. Does the aerodrome operator establish and maintain Aerodrome Occurrence Reports for any accident, serious incident, incident, serious injury or any occurrence or event that has a bearing on the safety of aerodrome operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	Aerodrome accident/incident investigations 92. In the event of an accident or serious incident, does the aerodrome operator carry out its own investigations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	93. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	□S □ NS

Appendix 7C-9: **APRON MANAGEMENT**

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD A14 Vol.I,9.5 GM Doc 9137,P8,C10 Generic Aerodrome Manual,P4.10	**4.9 APRON MANAGEMENT** *Particulars of the apron management procedures, including the following:*		
	1. Is there an appropriate apron management service in the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the apron management unit regulate movement with the objective of preventing collisions between aircraft, and between aircraft and obstacles?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does the aerodrome operator regulate entry of aircraft into, and coordinate exit of aircraft from, the apron with the aerodrome control tower?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the aerodrome operator ensure safe and expeditious movement of vehicles and appropriate regulation of other activities?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. When the aerodrome control tower does not participate in the apron management service, are there procedures established to facilitate the orderly transition of aircraft between the apron management unit and the aerodrome control tower?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Is the apron management unit provided with radiotelephony communications facilities?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Are persons and vehicles operating on an apron restricted to the essential minimum when low visibility procedures are in effect?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Is priority given to an emergency vehicle responding to an emergency over all other surface movement traffic?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Does a vehicle operating on an apron give way to an emergency vehicle; an aircraft taxiing, about to taxi, or being pushed or towed; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

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		STATUS	REMARKS
	to other vehicles in accordance with local regulations?		
	10. Does the apron management unit visually monitor the aircraft stand to ensure that the recommended clearance distances are provided to an aircraft using the stand?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	11. Are traffic management control procedures in place when a single unit takes over the responsibility for aircraft and vehicles at a pre-determined handover point between the apron and the maneuvering area?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	12. Is the handover point clearly indicated on the ground and on aeronautical charts, for the benefit of aircraft vehicle operators?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	13. Does the apron management unit assume responsibility for managing and coordinating all aircraft traffic on the apron, issuing verbal instructions on an agreed radio frequency?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	14. Does the apron management unit manage all apron vehicle traffic and other apron activities in order to advise aircraft of potential hazards within the apron area?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	15. If an apron management service is not provided, does the aerodrome operator ensure the safety of aircraft operations on apron areas, considering the movement of vehicles? If an apron management service is not provided, does the aerodrome operator ensure the safety of aircraft operations on apron areas, considering the movement of vehicles?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	16. Is there an arrangement between the apron management unit and the aerodrome control unit with regard to start-up and taxi clearance of departing aircraft to the handover point?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	17. Does the apron management service maintain close communication with the aerodrome control service?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	18. Does the apron management service take responsibility for aircraft stand allocation, dissemination of movement information to aircraft	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	operators by monitoring ATC frequencies?		
	19. Does the apron management service update basic information continuously on aircraft arrival times, landings and take-offs?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20. Does the apron management unit ensure that the apron area is kept clean by airport maintenance?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	21. Does the apron management service ensure that established aircraft clearance distances are available at the aircraft stand?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	22. Is there a marshalling service?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	23. Is there a leader van service?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C-10: **APRON SAFETY MANAGEMENT**

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc 9137,P8,10.6 Doc 9774, App.1-4.10 Doc 9981,P2,C7 Generic Aerodrome Manual, P 4.11	**4.10 APRON SAFETY MANAGEMENT** *Particulars of the apron management procedures, including the following:*		
	1. Where apron congestion is a problem, does the aerodrome operator include in the aerodrome manual particulars of the procedures for aircraft parking control to ensure the safety of aircraft during ground maneuvering?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Has the aerodrome operator developed appropriate apron safety procedures that are useful components of congestion mitigation measures?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does the aerodrome operator have written arrangements with relevant organizations such as the airlines, ground handlers and caterers in regard to the apron safety procedures?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Are there arrangements for monitoring on a regular basis the safety compliance of all personnel working on the apron?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does aerodrome operator ensure that organizations performing activities at the aerodrome comply with the aerodrome safety requirements?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	6. Are there procedures for aircraft docking, ground servicing, engine start and push back operations in place?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	7. Are the procedures for aircraft docking, ground servicing, engine start and push back operations in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	8. Are the aircraft and tug operator guidance markings in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	9. Are there means and procedures for protection from jet blast?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	10. Are there provisions of blast protection structures?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	11. Are the provisions for blast protection in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	12. Is the staff aware of safety requirements relating to clearances and blast?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	13. Are suitable staffs available to control monitor and/or supervise apron safety activities?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	14. Are there procedures to protect aircraft from FOD?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	15. Do the apron safety management procedures ensure that people engaged in apron activities are provided with appropriate equipment such as communications and high visibility garments?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	16. Do the apron safety management procedures ensure that people	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	involved are appropriately trained and experience?		
	17. Does the aerodrome operator ensure that other organizations operating in the apron follow apron safety management procedures?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	18. Are there arrangements for safety precautions during aeroplane refueling operations?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	19. Is there a fire extinguishing equipment suitable for at least initial intervention in the event of a fuel fire and a means for quickly summoning the rescue and firefighting service in the event of a fire or major fuel spill?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	20. Is there an available and sufficient number of personnel trained to use the fire extinguishing equipment available for use in the event of fuel fire or major fuel spill during ground servicing of aircraft?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	21. When aircraft refueling operations take place while passengers are embarking or disembarking, are the ground equipment positioned so as to allow the use of a sufficient number of exits for expeditious evacuation?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	22. When aircraft refueling operations take place while passengers are embarking or disembarking, are the ground equipment positioned so as to allow a ready escape route from each of the exits to be used in an emergency?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	23. Does the aerodrome operator ensure the apron is swept to remove debris?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	24. Does the aerodrome operator ensure the apron is clean of hazardous contamination?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C-11: **AIRSIDE VEHICLE CONTROL**

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS
STD A14 Vol. I, 9.7 GM Doc 9137,P8,C19 Doc 9774, App.1-4.11 Doc 9981, P2, C9 Generic Aerodrome Manual,P4.12	**4.11 AIRSIDE VEHICLE OPERATION** *Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following:*		
	1. details of the arrangements for controlling airside access for vehicle and personnel: • maneuvering areas authorized by ATC • apron as authorized by relevant designated authority	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. maintain a permit system for approval of airside vehicle operations.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Is there a procedure for the issuance of airside permit? Is it implemented?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Have the drivers complied with issuance requirements before been issued with permits?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. vehicles and ground equipment operating airside must be maintained in a sound mechanical and roadworthy condition, so as to prevent avoidable breakdowns and spillage of fuels, lubricants and hydraulic fluids.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. established speed limits for vehicles on the movement area and a regime to enforce them.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. vehicles must not be driven under an aircraft or within 3 m of any part of an aircraft except when required for the servicing of aircraft.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. vehicles operating on the movement area by day must be marked in accordance with [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	9. vehicles operating on the movement area at night, or in conditions of poor visibility, must display dipped headlights and must be lit with vehicle warning lights.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Are vehicles marked/ lit and approvals attached in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. drivers operating vehicle on the airside must be trained and competent to do so and comply with instructions issued by the aerodrome controller when on the maneuvering area and the appropriate authority when operating on the apron.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12. any person operating vehicles and ground equipment, must: • hold an appropriate license to operate; • comply with instructions conveyed by markings and signs; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	13. comply with all mandatory instructions conveyed by light signals.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	14. drivers operating vehicles and ground equipment holding an appropriate license.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	15. driver of a radio equipped vehicle shall establish satisfactory two-way communications with the aerodrome controller before entering the maneuvering area, and/or apron if required, and maintain a continuous listening watch on the assigned frequency while on the maneuvering area (and/or apron).	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	16. Does the operator have a training programme (initial and recurrent) for drivers?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	17. Is the curriculum for drivers training adequate as par CAA regulations and guidance materials on ground vehicle operation?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	18. Do drivers display their driver's permit before being allowed into the airside?	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
	19. Are drivers with expired permits prevented from entering the airside?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20. Are vehicles operating on the maneuvering areas fitted with R/T or closely escorted by an R/T equipped vehicle?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	21. Are the drivers informed about runway incursion, airfield safety and security?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	22. Are drivers knowledgeable of the terms used on the Aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	23. Are the drivers conversant with the ground vehicle rules and regulations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	24. Are drivers periodically tested to ensure currency in fitness and competence?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	25. Are drivers authorized to drive on the movement area familiar with runway configuration/safety area, taxiway configuration, runway lightings, airfield signage, airfield markings and aerodrome NAVAIDS?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	26. Are drivers capable of sending or receiving a radio messages correctly?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	27. Do drivers operating on the movement areas understand and use the terms and phrases used in the air traffic control?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	28. Are drivers operating on the movement areas familiar with speed limits, authorized routes, roles relating to rights of way of aircraft and vehicles, and authorized parking areas, traffic lights and warning signs?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	29. Are there an enforcement procedure in the event of violation of airside driving rules?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	30. If yes, is it implemented?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	31. Are enforcement records maintained?	[ ] Yes [ ] No	☐S ☐ NS

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
	32. Are accident/incident records maintained?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	33. Are unauthorized entry incidents noted, reported and followed up?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	34. Are adequate and suitable staff and resources available to test drivers, issue permits and monitor driving?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	35. Is the staff aware of safety requirements related to airside vehicles?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	36. Are copies of driving rules available and in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	37. And the names, telephone numbers and roles of the persons who are responsible for airside vehicle control provided in the Manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	38. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C-12: WILDLIFE HAZARD MANAGEMENT

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
STD A14 Vol.I,9.4 GM Doc 9137,P3 Doc 9774, App.1-4.12 Doc 9981, P2, 6 Generic Aerodrome Manual, P4.13	**4.12 WILDLIFE HAZARD MANAGEMENT** *Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals on or in the vicinity of the aerodrome or movement area, including the following:*		
GM Doc9137,P3,2.2.3,7.1 Doc9981,P2,6.3.8	1. Does the aerodrome operator monitor and record, on a regular basis, the presence of birds or animals on or in the vicinity of the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Are the monitoring personnel suitably trained for this purpose?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.2.4.11-2.2.4.17	3. Where regular monitoring confirms existence of a bird or animal hazard to aircraft operations, or when CAA so directs, has the aerodrome operator developed a Wildlife Hazard Management Plan (WHMP), which would be included as part of the Aerodrome Manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9981,P2,6.3.5,6.3.7	4. Does a comprehensive wildlife management plan including coordination among the aviation regulatory authority, airport operator, aircraft operators and the surrounding communities implemented to successfully deal with land-use issues?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.2.3	5. If directed by the CAA, is the WHMP prepared by a suitably qualified person such as an ornithologist or a	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	biologist, etc.?		
GM Doc9137,P3,9.2.4	6. Does the WHMP address: • hazard assessment, including monitoring action and analysis; • pilot notification; • liaison and working relationships with land use planning authorities; • on-airport bird and animal attractors which provide food, water or shelter; • suitable harassment methods; and • an ongoing strategy for bird and animal hazard reduction, including provision of appropriate fencing?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,3.9,9.4.2,9.4.3, 9.4.5,9.4.6 Doc9981,P1,App1toC2,2.3	7. Is the wildlife hazard management plan reviewed for effectiveness, on a regular basis, at least as part of each technical inspection?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,8.5	8. Where the presence of birds or animals is assessed as constituting an ongoing hazard to aircraft, does the aerodrome operator notify the CAA in writing, and include a warning notice for publication in the AIP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,8.3	9. Where a bird or animal hazard is assessed as acute, of short term or seasonal nature, are additional warnings given to pilots by means of NOTAM?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.4.10.1 Doc9981,P2,6.3.7.1	10. Do airport operators, local government units (LGUs), and other stakeholders assist in identifying and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	managing wildlife issues at the aerodrome?		
	11. Invite relevant external stakeholders to quarterly Runway Safety meetings to assist with wildlife management at off airport sites?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4.1 GM Doc9137,P3,2.4.10.1,2.5.4 (a)	12. Does the wildlife strike hazard on, or in the vicinity of, an aerodrome assessed through: (a) the establishment of a national procedure for recording and reporting wildlife strikes to aircraft; (b) the collection of information from aircraft operators, aerodrome personnel and other sources on the presence of wildlife on or around the aerodrome constituting a potential hazard to aircraft operations; and (c) an ongoing evaluation of the wildlife hazard by competent personnel?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4.2 GM Doc9137,P3,2.5.4 (c)	13. Are wildlife strike reports collected and forwarded to ICAO for inclusion in the ICAO Bird Strike Information System (IBIS) database?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4.2 GM Doc9137,P3,2.5.4 (b)	14. Is an action taken to decrease the risk to aircraft operations by adopting measures to minimize the likelihood of collisions between wildlife and aircraft?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM	15. Does a bird/wildlife strike control program	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
Doc9981,P2,6.3.7.4	describe a process for liaison with non-airport agencies and local landowners, etc., to ensure that airport operator is aware of developments that may contribute to creating additional bird hazards in the infrastructure, vegetation, land use and activities in the airport vicinity (e.g. crop harvesting, seed planting, ploughing, establishment of land or water features, hunting, etc., that might attract birds/wildlife)?	[ ] No [ ] N/A	
STD A14 Vol.I,9.4.4 GM Doc9137,P3,2.4.7.1,2.4.11,4.2.1.4,4.2.1.5	16. Does the appropriate authority take action to eliminate or to prevent the establishment of garbage disposal dumps or any other source which may attract wildlife to the aerodrome, or its vicinity, unless an appropriate wildlife assessment indicates that they are unlikely to create conditions conducive to a wildlife hazard problem?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	17. Are there local ordinances issued banning pigeon raising, establishment of animal sanctuaries, etc. near the airport?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	18. Are there MOU, MOA, LOU, LOA?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	19. Where the elimination of existing sites is not possible, Does the appropriate authority ensure that any risk to aircraft posed by these sites is assessed and reduced to as low as reasonably practicable?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR(S)	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
GM Doc9137,P3,9.1.5.4	20. Are the names and roles of the persons responsible for dealing with wildlife hazards and their telephone numbers available?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,9.2	21. Does the WHMP contain particulars of the procedures to deal with the danger to aircraft operations caused by the presence of birds or animals on or near the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,1.3.5	22. And the arrangements for the removal of any bird or animal hazard?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.2.3	23. Is the operator maintaining records?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,9.4.2	24. Are bird strikes reported?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
STD A14 Vol.I,7.1.1 GM Doc9137,P3,9.1.3.5	25. Are adequate and suitable staff and resources available?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.2.1.2	26. Are the equipment available in accordance with the WHMP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,5.3	27. Is harassment carried out in accordance with the WHMP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9148	28. Is environmental management undertaken in accordance with the WHMP?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM Doc9137,P3,2.2.3	29. Are the airport wildlife control personnel formally trained, competent and equipped for detection and dispersal tasks?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
GM	30. Are bird and animal hazard related	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
Doc9981,P2,2.2.4.5	incidents noted, reported and followed up?	[ ] No [ ] N/A	
GM Doc9137,P3,9.2.1	31. List of documents presented during the audit:		

Appendix 7C-13: OBSTACLE CONTROL

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
GM Doc 9137,P6 Doc 9774,App.1-4.13 Doc 9981,P1,2.4.5 Generic Aerodrome Manual,P4.14	**4.13 OBSTACLE CONTROL** *Particulars setting out the procedures for:*		
	1. Is there an obstacle as a fixed or mobile object on the following: (a) stands on, or stands above, the specified surface of an obstacle restriction area which comprises the runway strips, runway end safety areas, clearways and taxiway strips; or (b) any object that penetrates the obstacle limitation surfaces (OLS), a series of surfaces that set the height limits of objects, around an aerodrome; or (c) stands outside an OLS and has been assessed as being a hazard to air navigation.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	2. Is the Obstacle data requirements for the design of instrument procedures is determined in liaison with flight procedure designers	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	3. Is there an objects, except for approved visual and navigational aids, located within the obstacle restriction area of the aerodrome without the specific approval of CAA	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	4. Is the equipment and installations required for air navigation purposes are to be of minimum practicable mass and height, frangibly designed and mounted, and sited in	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	such a manner as to reduce the hazard to aircraft to a minimum.		
	5. Is the Obstacles on the obstacle restriction area taken into account when determining the obstacle clear approach or take-off surfaces	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Is the following OLS established for a non-instrument runway and a non-precision approach runway and a precision approach runway category I: (a) conical surface; (b) inner horizontal surface; (c) approach surface; (d) transitional surface; and (e) take-off climb surface if the runway is meant for take-off.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. Is the following obstacle limitation surfaces established for a precision approach runway category I: (a) inner approach surface; (b) inner transitional surfaces; and (c) balked landing surface.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Is the heights and slopes of the surfaces (For non-instrument runways) shall not be greater than, and their other dimensions not less than, those specified in [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Is the heights and slopes of the surfaces (For non-precision runways) shall not be greater than, and their other dimensions not less than, those specified in [MAS], except in the case of the horizontal section of the approach surface.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	10. Is the approach surface shall be horizontal beyond the point at which the 2.5 % slope intersects: (a) a horizontal plane 150 m above the threshold elevation; or (b) the horizontal plane passing through the top of any object that governs the obstacle clearance altitude/height (OCA/H); whichever is the higher	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	11. Is the heights and slopes of the surfaces (For precision runways) shall not be greater than, and their other dimensions not less than, those specified in Table ... of [MAS], except in the case of the horizontal section of the approach surface.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	12. Is the approach surface shall be horizontal beyond the point at which the 2.5 % slope intersects: (a) a horizontal plane 150 m above the threshold elevation; or (b) the horizontal plane passing through the top of any object that governs the obstacle clearance limit; whichever is the higher.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	13. Is the following OLS must be established for a precision approach runway category II or III: (a) outer horizontal surface, if so directed by CAA; (b) conical surface; (c) inner horizontal surface;	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	(d) approach surface; (e) inner approach surface; (f) transitional surface; (g) inner transitional surface; (h) balked landing surface; and (i) take-off climb surface if the runway is meant for take-off.		
	14. Is the physical dimensions and slopes of the OLS surfaces, for approach runways, determined using Table ... of [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	15. Is the following obstacle limitation surface shall be established for a runway meant for take-off: (a) take-off climb surface.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	16. Is the dimensions of the surface shall be not less than the dimensions specified in [MAS], except that a lesser length may be adopted for the takeoff climb surface where such lesser length would be consistent with procedural measures adopted to govern the outward flight of aeroplanes.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	17. Is the physical dimensions of the take-off climb OLS surfaces for take-off runways is determined using [MAS].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	18. Is the operational characteristics of aeroplanes for which the runway is intended to examined to see if it is desirable to reduce the slope specified in [MAS] when critical operating conditions are to be catered to. If the specified slope is reduced, corresponding adjustment in the length of the take-off climb surface shall be made so as to	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	provide protection to a height of 300 m.		
	19. If no object reaches the 2 % (1:50) take-off climb surface, new objects shall be limited to preserve the existing obstacle free surface or a surface down to a slope of 1.6 % (1:62.5).	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	20. Where two OLS surfaces overlap, is the lower surface used as the controlling OLS.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	21. Is the aerodrome operator monitor the OLS applicable to the aerodrome and report to CAA any infringement or potential infringement of the OLS.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	When a new obstacle is detected, is the aerodrome operator ensure that the information is passed on to pilots, through NOTAM, in accordance with the standards for aerodrome reporting procedures set out in 4.1 of Generic Aerodrome Manual.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	22. Are the information on any new obstacle include the following: (a) the nature of the obstacle (for instance structure or machinery); (b) distance and bearing of the obstacle from the start of the take-off end of the runway if the obstacle is within the take-off area, or else from the ARP; (c) height of the obstacle in relation to the aerodrome elevation; and if it is a temporary obstacle, the time it exists as an obstacle.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	23. Under [CAR], are any object which extends to a height of xxx m or more above local ground level are notified to CAA.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	24. If a proposed object or structure is determined to be an obstacle, is the details of the proposal is referred to CAA to determine whether it will be a hazard to aircraft operations.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	25. In Shielded Obstacle. Is the new obstacle is shielded by an existing obstacle is assessed as not imposing additional restrictions to aircraft operations.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	26. Is there a marking and lighting of obstacles? (a) Aerodrome Operator may direct that obstacles be marked and or lit and may impose operational restrictions on the aerodrome as a result of an obstacle. (b) If directed by CAA, lighting and/or marking of obstacles, including terrain, must be carried out in accordance with the standards set out in [MAS]	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	27. For Temporary and transient obstacles. Is the Temporary obstacles and transient (mobile) obstacles, such as road vehicles, rail carriages or ships, in close proximity to the aerodrome and which penetrate the OLS for a short duration are referred to CAA whether they will be a hazard to aircraft operations.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	28. For Fences or levee banks. Is the fence or levee bank that	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	penetrates the OLS be treated as an obstacle.	[ ] No [ ] N/A	
	29. Is there a hazardous objects below the OLS where CAA has identified an object which does not penetrate the OLS to be a hazard to aircraft operations. Is the Aerodrome Operator require the object to be either: (a) removed, if appropriate; or (b) marked and/or lit.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	30. Is there objects which do not project through the approach surface but which will nevertheless adversely affect the optimum siting or performance of visual or non-visual aids shall, as far as practicable, be removed.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	31. Is there an aeronautical study prepared that, endanger aeroplanes on the movement area or in the air within the limits of the inner horizontal and conical surfaces regarded as an obstacle and shall be removed in so far as practicable.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	32. Is Aerodrome operators establish procedures to monitor the OLS and the critical obstacles associated with any additional requirements and have them included in the Aerodrome Manual if provided.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	33. Is there a Type A chart that identifies information on all significant obstacles within the take-off area of an aerodrome up to 10 km from the end of the runway.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	34. Is there a Type A chart prepared for each runway that is used for international operations.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	35. Is the obstacle data collected and the manner of presentation of the Type A chart are in accordance with the standards and procedures set out in [CAR]-ANS [or ICAO Annex 4].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	36. Where no significant obstacle exists within the take-off flight path area, as specified by [CAR]-ANS [or ICAO Annex 4], a Type A chart is not required but is there a statement included in the Aerodrome Manual.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	37. At aerodromes with no international operations but used by aircraft above 5,700 kg engaged in air transport operations, Is the decision to prepare Type A charts, or discrete obstacle information instead of a Type A chart, is a matter for the aerodrome operator to be made in conjunction with the relevant airline.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	38. Where a Type A chart has been prepared, or updated, is a copy of the chart is given to CAA.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	39. Where a Type A chart has been prepared and issued, is the take-off area monitored and any changes to the Type A chart information must immediately be communicated to all users of the Type A chart.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	40. Is a distribution list of current Type A chart holders	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	maintained in the Aerodrome Manual.	[ ] No [ ] N/A	
	41. Is a Type A chart updated when the number of changes to the chart and notified through NOTAM or separate advice, reaches a level which CAA considers excessive.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	42. Is a Type B chart provides obstacle data around the aerodrome.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	43. Is the Type B chart prepared in accordance with the standards and procedures set out in [CAR]-ANS [or ICAO Annex 4], may be provided.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	44. Is the decision to prepare a Type B chart be made in consultation with CAA.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	45. Where required, the obstacle data to be collected and the manner of presentation of the Type B chart is in accordance with the standards and procedures set out in [CAR]-ANS [or ICAO Annex 4].	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	46. Is the Obstacle Limitation Surfaces (OLS) identify the lower limits of the aerodrome airspace above which objects become obstacles to aircraft operations, and reported to CAA.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	47. Is the OLS comprises following: (a) outer horizontal surface; (b) conical surface; (c) inner horizontal surface; (d) approach surface; (e) inner approach surface;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	(f) transitional surface; (g) inner transitional surface; (h) balked landing surface; and (i) take-off climb surface.		
	48. Is there a new obstacle located in the vicinity of an existing obstacle assessed and deemed be shielded may be considered as not being a hazard to aircraft.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	49. When assessing existing obstacle shields by an obstacle, Is the aerodrome operator guided by the principles of shielding detailed in [MAS]	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	50. Is the new obstacle assessed as not imposing additional restrictions to the following: (a) when located between the inner edge end and the critical obstacle, the new obstacle is below a plane sloping downwards at 10% from the top of the critical obstacle toward the inner edge; or (b) when located beyond the critical obstacle from the inner edge end, the new obstacle is not higher than the height of the permanent obstacle; and (c) where there is more than one critical obstacle within the approach and take-off climb area, and the new obstacle is located between two critical obstacles, the height of the new obstacle is not above a plane sloping downwards at 10% from the top of the next critical obstacle.	[ ] Yes [ ] No [ ] N/A	☐ S ☐ NS
	51. Is the new objects or extensions of existing objects	[ ] Yes	☐ S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	shall not be permitted above an approach surface within 3, 000 m of the inner edge or above a transitional surface except when, the new object or extension would be shielded by an existing immovable object.	[ ] No [ ] N/A	
	Is the new objects or extensions of existing objects shall not be permitted above a take-off climb surface except when, the new object or extension would be shielded by an existing immovable object.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C-14: REMOVAL OF DISABLED AIRCRAFT

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
STD&RP A14 Vol.I,2.10,9.3 GM Doc9774,App.1-4.13 Doc9137,P8,C14 Doc9137,P5 Generic Aerodrome Manual,P4.15	**4.14 REMOVAL OF DISABLED AIRCRAFT** *Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:*		
	1. Is there a plan for the removal of an aircraft disabled on, or adjacent to, the movement area established for an aerodrome, and a coordinator designated to implement the plan, when necessary?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the aerodrome has plans for the rapid availability and deployment of salvage and removal equipment between aerodromes, and the protection of evidence, custody and the removal of aircraft in accordance with ICAO Annex 13?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Is the disabled aircraft removal plan based on the characteristics of the aircraft that may normally be expected to operate at the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	4. Is there a list of equipment and personnel on, or in the vicinity of, the aerodrome which would be available for such purpose?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	5. Are there arrangements for the rapid receipt of aircraft recovery equipment kits available from other aerodromes?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	6. Is there an information concerning the capability to remove an aircraft disabled on or adjacent to the movement area published in the AIP?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	7. the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft	[ ] Yes [ ] No [ ] N/A	□S □ NS
	8. Does the manual contain particulars of the procedures for removing an aircraft that is disabled on or near the movement area?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	9. Does it include details of the roles of the aerodrome operator and the holder of the aircraft's certificate of registration?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	10. And the arrangements for telling the holder of the certificate of registration?	[ ] Yes [ ] No	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
		[ ] N/A	
	11. And the arrangements for liaising with air traffic control and the CAA?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	12. And the arrangements for obtaining equipment and persons to remove the aircraft?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	13. And the names and roles of the persons who are responsible for arranging for the removal of an aircraft which is disabled, and the telephone numbers for contacting them during and after working hours?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	14. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	15. Is the operator maintaining records in accordance with the aerodrome manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	16. Are adequate and suitable staff and resources available?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	17. Are the arrangements for contacting the certificate of registration in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	18. Are the arrangements for liaising with ATC and CAA in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	19. Are the arrangements for obtaining equipment and persons to remove the aircraft in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	20. Is the staff aware of safety requirements during aircraft removal?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	21. Are any conditions or exemptions complied with?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	22. If observed, was the removal in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	23. Are disabled aircraft removal incidents noted, reported and followed up?	[ ] Yes [ ] No [ ] N/A	□S □ NS

Appendix 7C-15: HANDLING OF HAZARDOUS MATERIALS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc9774,App.1-4.15 Generic Aerodrome Manual,P4.16	**4.15 HANDLING OF HAZARDOUS MATERIALS** *Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:*		
	1. arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does the manual contain particulars of the procedures for the safe handling of hazardous materials on the aerodrome?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does it include the names, telephone numbers and roles of the persons who are to receive and handle hazardous materials?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	5. And the arrangements for special areas on the aerodrome to be set up for the storage of flammable liquids (including aviation fuels) and other hazardous materials?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. And the methods to be followed for the delivery, storage, dispensing and handling of these materials?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. Is the operator maintaining records in accordance with the aerodrome manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Are adequate and suitable staff and resources available?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Are the persons	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	who receive and handle hazardous materials the same as identified in the manual?	[ ] No [ ] N/A	
	11. Are the procedures for delivery, storage, dispensing and handling of these materials in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12. Is the staff aware of safety requirements related to hazardous materials?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	13. Are any conditions or exemptions complied with?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	14. Are the arrangements for special areas for storage of hazardous materials in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	15. Are the materials stored correctly?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	16. Are hazardous	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	material related incidents noted, reported and followed up?	[ ] No [ ] N/A	

Appendix 7C-16: LOW-VISIBILITY OPERATIONS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc9137,P8,6.6 Doc9774,App.1-4.16 Generic Aerodrome Manual,P4.17	**4.16 LOW-VISIBILITY OPERATIONS** *Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.*		
	1. Does the manual contain the measurement and reporting of runway visual range as and when required?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. Does the manual contain the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. Does the manual contain particulars of the procedures for aerodrome operators staff involved in ground activities for low visibility operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does it include the arrangements for: the alerting procedures, airside access restrictions and checks of lighting installations and signs?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does aerodrome operators restrict the operation of personnel and vehicles on an apron during low visibility operations? Does aerodrome operators restrict the operation of personnel and vehicles on an apron during low visibility operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. Where RVR is determined manually, does the manual contain information about: - Measurement methods, reporting procedures, observation positions and personnel requirements including training to be undertaken?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. And the names and contact details for the persons responsible?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	8. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Is the operator maintaining record in accordance with the aerodrome manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Are adequate and suitable staff and equipment available?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. Are visibility measurement arrangements along the runways in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	12. Are procedures for minimizing vehicular traffic carried out in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	13. Are arrangements for runway inspections during 'low vis' periods is in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	14. Is the staff aware of safety requirements related to low visibility operations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	15. Are appropriate signs, gates and warning signs in place for low vis ops in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	16. Are low visibility operationally related incidents noted, reported and followed up?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C-17: PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc9774,App.1-4.16 Generic Aerodrome Manual,P4.18	**4.17 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS** *Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:*		
	1. arrangements for the control of activities in the vicinity of radar and navaids installations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	2. arrangements for ground maintenance in the vicinity of these installations;	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	3. arrangements for the supply and installation of signs warning of hazardous microwave radiation.	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	4. Does the manual contain particulars of the procedures for the protection of radar and nav-aids located on the aerodrome to ensure that their performance will not be degraded?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	5. Does it include the arrangements for the control of activities near radar and navigational aid installations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	6. And the arrangements, made in consultation with the provider of the navigational aid installation, for the supply and installation of signs warning of hazardous microwave radiation?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	7. And the arrangements for ground maintenance near these installations?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	8. List of documents checked. If yes, what are the documents checked?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	9. Is the operator maintaining records in accordance with the aerodrome manual?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	10. Are adequate and suitable staff and resources available?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	11. Are activities near radar and	[ ] Yes	☐S ☐ NS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
	navaids controlled in accordance with the manual?	[ ] No [ ] N/A	
	12. Is ground maintenance near these facilities carried out in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	13. Is the staff aware of safety requirements related to radar and navaids?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	14. Are all conditions or exemptions complied with?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	15. Are appropriate signs warning of microwave radiation hazards supplied and installed in accordance with the manual?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	16. Are radar and navaid related incidents noted, reported and followed up?	[ ] Yes [ ] No [ ] N/A	□S □ NS

Appendix 7C-18: SNOW AND ICE CONTROL, AND HAZARDOUS METEOROLOGICAL CONDITIONS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc 9981 Generic Aerodrome Manual, P4.18	**4.18 SNOW AND ICE CONTROL, AND HAZARDOUS METEOROLOGICAL CONDITIONS**		
	A) At aerodromes subjected to snow and icing conditions:		☐S ☐ NS
	1) Does aerodrome operator have a snow and ice control plan, including the means and procedures used as well as the responsibilities and criteria for closing and reopening the runway?	[ ] Yes [ ] No [ ] N/A	
	2) Does aerodrome operator have a formal coordination for snow and ice removal between the aerodrome operator and ATS?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS
	B) For other hazardous meteorological situations that may occur at the aerodrome (such as thunderstorms, strong surface winds and gusts, sandstorms):		☐S ☐ NS
	1) Does the aerodrome operator have procedures for hazardous meteorological situations that may occur at the aerodrome (such as thunderstorms, strong surface winds and gusts), describing the actions that have to be taken and defining the responsibilities and criteria for suspension of operations on the runway?	[ ] Yes [ ] No [ ] N/A	
	2) Does the aerodrome operator have a formal coordination with the meteorological service provider in order to be advised of any significant meteorological conditions?	[ ] Yes [ ] No [ ] N/A	☐S ☐ NS

Appendix 7C-19: REPORTING OF RUNWAY SURFACE CONDITIONS

REFERENCE	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS
GM Doc 9981 Generic Aerodrome Manual, P4.19	**4.18 REPORTING OF RUNWAY SURFACE CONDITIONS**		
	1) Does the aerodrome operator have procedure for assessing and reporting runway condition code (RWYCC) for each third of the runway in the prescribed format?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	2) Does the aerodrome operator have procedure for reporting to ATC the significant changes to RWYCC without delay?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	3) Does the aerodrome operator have procedure for initiating SNOWTAM?	[ ] Yes [ ] No [ ] N/A	□S □ NS
	4) Are personnel assessing and reporting runway surface conditions trained and competent to perform their duties?	[ ] Yes [ ] No [ ] N/A	□S □ NS

Appendix 7D: **CRITERIA ON COMPETENCE OF AERODROME PERSONNEL**

Note:- Please also refer to Asia/Pacific Regional Guidance On Aerodrome Operations Personnel Competency Requirement Framework.

POSITION	ASSESSMENT CRITERIA
AIRPORT MANAGER / GENERAL MANAGER	**Performance Criteria**
	a) Full control of the human resources required for the operations authorized to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)
	b) Full control of the financial resources required for the operations authorized to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)
	c) Final authority over operations authorized to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)
	d) Direct responsibility for the conduct of the organization's affairs
	e) Final responsibility for all safety issues
	Knowledge Criteria
	a) Knowledge and understanding of the documents that prescribe relevant aerodrome safety standards
	b) Understanding of the requirements for competence of aerodrome management personnel, so as to ensure that competent persons are in place
	c) Knowledge and understanding of safety, quality, and security management systems related principles and practices, and how these are applied within the organization
	d) Knowledge and understanding of the key issues of risk management within the aerodrome operational aspects
	e) CAA regulatory framework
	f) State Safety Programme and Aerodrome SMS
	g) Aerodrome Certification Process
	h) CAA Regulatory Oversight Process
	i) CAA Enforcement Procedure
HEAD OF SAFETY AND COMPLIANCE	**Performance Criteria**
	a) Responsible individual and focal point for the development and maintenance of an effective safety management system;
	b) Ensure that processes needed for the SMS are established, implemented and maintained
	c) Reportable directly to the Accountable Manager on the performance of the SMS and on any need for improvement

POSITION	ASSESSMENT CRITERIA
	d) Ensure safety promotion throughout the organization
	e) The role of the safety manager should be to: i. facilitate hazard identification, risk analysis, and management; ii. monitor the implementation and functioning of the safety management system, including the necessary safety actions; iii. manage the safety reporting system of the aerodrome; iv. provide periodic reports on safety performance; v. ensure maintenance of safety management documentation; vi. ensure that there is safety management training available, and that it meets acceptable standards; vii. provide advice/mitigation measures on safety matters; and viii. initiate and participate in internal occurrence/accident investigations.
	Knowledge Criteria
	a) Practical experience and expertise in aerodrome operations, maintenance or similar area
	b) Knowledge of the Aerodrome Manual
	c) Comprehensive knowledge of the applicable requirements in the area of aerodromes
	d) CAA Regulatory framework
	e) Aerodrome SMS and State Safety Programme (SSP)
	f) CAA Aerodrome Certification Process
	g) Knowledge of CAA Technical Guidance Material
	h) Knowledge of [ANNEX 14]([MAS]) and related ICAO Documents (Aerodromes)
	i) Managing Findings and Recommendations (F&R), preparation and implementation of corrective action plan (CAP) from the certification/continuing surveillance of j) aerodrome
	k) Implementation of Aerodrome emergency plan
	l) Implementation of Wildlife Hazard Management
	m) Aerodrome Projects Management
	n) Aerodrome Engineering
	o) CAA Regulatory Oversight Process
HEAD AERODROME OPERATIONS	**Performance Criteria**
	a) Ensure that aerodrome certificating requirements are met, and that the aerodrome operates in accordance with certificate conditions and regulatory requirements
	b) Accountable for day-to-day aerodrome operations
	c) Ensure an understanding by the aerodrome management of the certification requirement for and status of the Aerodrome Manual

POSITION	ASSESSMENT CRITERIA
	d) Responsible for the management of the operational services and maintenance of the aerodrome
	e) Analyze auditing findings and inspections to the CAA, and initiate actions
	f) Use feedback from auditing and inspections to recommend appropriate changes to movement areas
	g) Safety management procedures and ensure implementation
	h) Monitor airside planning and development for compliance
	i) Develop proactive working relationships with aerodrome users/third parties
	j) Ensure that aerodrome certification requirements are met, and that the aerodrome operates in accordance with certificate conditions and statutory requirements.
	Knowledge Criteria
	a) Practical experience and expertise in aerodrome operations or maintenance (or similar area) respectively
	b) Comprehensive knowledge of the applicable requirements in the area of aerodromes
	c) Appropriate level of knowledge of safety and quality management
	d) Knowledge of the Aerodrome Manual
	e) CAA Regulatory Framework
	f) Safety Management System/State Safety Programme
	g) CAA Aerodrome Certification Process
	h) Aerodrome Projects
	i) CAA Regulatory Oversight Process
	j) CAA Enforcement Procedure
HEAD AERODROME MAINTENANCE	**Performance Criteria**
	a) Ensure that aerodrome certification requirements are met, and that the conditions of the aerodrome facilities are accurately reported (Aerodrome Manual/AIP) in accordance with the regulatory requirements
	b) Ensure aerodrome facilities are commensurate with the types and frequency of aircraft in accordance with legislative requirements
	c) Ensure that maintenance policies, procedures and training are compatible with the aerodrome operational requirements
	d) Ensure understanding of regulatory requirements related to electrical systems
	e) Ensure understanding of regulatory requirements related to aeronautical ground lighting and other visual aids such as markings and signage
	f) Ensure understanding of regulatory requirements related to aerodrome pavements

POSITION	ASSESSMENT CRITERIA
	g) Ensure understanding of role as related to aerodrome reporting systems to include hazard identification, defect identification and reporting of safety critical information to the aerodrome Air Traffic Service Unit
	h) Ensure basic understanding of aerodrome wildlife hazard management
	i) Ensure understanding of requirement for corrective and preventive maintenance programme of the aerodrome facilities, equipment and installations
	j) Ensure understanding of competency standards and evaluation programme for maintenance staff maintaining safety critical assets or working in safety critical areas (including both technical and operational competencies as necessary)
	k) Ensure understanding of [MAS] : Aerodrome Maintenance
	Knowledge Criteria
	a) Qualified in the role with appropriate education, experience and/or certification
	b) Practical experience and expertise in aerodrome maintenance
	c) Comprehensive knowledge of the applicable requirements in the areas of electrical systems, aeronautical ground lighting and pavements
	d) Knowledge of the Aerodrome Manual operational requirements
	e) Knowledge of applicable ICAO guidance materials such as the Aerodrome Design Manual
	f) CAA Regulatory Framework (Act CAP 80 and Regulations)
	g) Safety Management System/State Safety Programme
	h) CAA Aerodrome Certification Process (Part IV of the Regulations)
	i) Aerodrome Projects
	j) CAA Regulatory Oversight Process
	k) CAA Enforcement Procedure
	l) Process for the reporting and follow-up of accidents, incidents and emergencies on the aerodrome
HEAD AERODROME EMERGENCY SERVICES	**Performance Criteria**
	a) Ensure that aerodrome certificating requirements are met, and that the aerodrome operates in accordance with the regulatory requirements in the provision of Aerodrome Emergency Services
	b) Ensure emergency fire and rescue facilities are compatible with sizes, types and frequency of aircraft in accordance with regulatory requirements

POSITION	ASSESSMENT CRITERIA
	c) Ensure that rescue and firefighting policies, procedures and training meet regulatory requirements and are commensurate with aerodrome operations
	d) Ensure that procedures for auditing driver training programmes are to established standards
	e) Ensure the use of communication protocols and procedures is in accordance with regulations
	f) Assess the feasibility of continuing aerodrome operations in an emergency situation
	g) Ensure appliances and equipment meet all regulatory requirements
	h) Establish an effective Command & Control System
	Knowledge Criteria
	a) Qualified in the role with appropriate education, experience and/or certification
	b) Practical experience and expertise in aerodrome AES
	c) Comprehensive knowledge of the applicable regulatory requirements in the areas of Aerodrome Emergence Services and aerodromes
	d) Knowledge of [MAS] and ICAO document
	e) Knowledge of the Aerodrome Manual
	f) CAA Regulatory Framework
	g) Safety Management System/State Safety Programme
	h) CAA Aerodrome Certification Process
	i) CAA Regulatory Oversight Process
	j) CAA Enforcement Procedure
	k) Process and procedure for the reporting and follow-up of accidents, incidents and emergencies on the aerodrome

Appendix 7E: ASSESSMENT OF OPERATIONS AND MAINTENANCE PERSONNEL CHECKLIST

Note: Please also refer to Asia/Pacific Regional Guidance On Aerodrome Operations Personnel Competency Requirement Framework.

QUESTIONNAIRE	Review by Aerodrome Inspectors	
	Status	Remarks
1. Does the officer possess basic qualifications to carry out assigned responsibilities?	[ ] Yes [ ] No [ ] N/A	□S □ NS
2. Does the officer have the required knowledge and experience on the job (OJT) to perform the responsibility at the expected level of competence?	[ ] Yes [ ] No [ ] N/A	□S □ NS
3. Does the officer have the required tools and equipment to carry out the operation in line with job specification?	[ ] Yes [ ] No [ ] N/A	□S □ NS
4. Does the officer have a job description?	[ ] Yes [ ] No [ ] N/A	□S □ NS
5. Is there a personnel roster that indicates satisfactory workload for each officer?	[ ] Yes [ ] No [ ] N/A	□S □ NS
6. Are the officers adequately and regularly trained to discharge the responsibility optimally?	[ ] Yes [ ] No [ ] N/A	□S □ NS
7. In demonstrating operations and maintenance competence, is the knowledge, skills and experience required to inspect aerodrome movement area, obstacle limitation surface, marking, signs and lights, for conducting or supervising aerodrome works, for using the	[ ] Yes [ ] No [ ] N/A	□S □ NS

QUESTIONNAIRE	Review by Aerodrome Inspectors	
	Status	Remarks
portable radio and completing the NOTAM forms displayed?.		
8. Are the officers' refresher trainings at such duration/interval to guarantee currency on the job?	[ ] Yes [ ] No [ ] N/A	□S □ NS
9. Does the officer have adequate knowledge of the working documents available for the performance of his duties?	[ ] Yes [ ] No [ ] N/A	□S □ NS
Inspectors Remarks:		

Name of Inspector: _____ **Signature:** _____ **Date:** _____

Appendix 7F: **COMPETENCY CHECKLIST FOR AERODROME TECHNICAL PERSONNEL**

Note:- Please also refer to Asia/Pacific Regional Guidance On Aerodrome Operations Personnel Competency Requirement Framework.

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	1. Reporting Officer Has the reporting officer possesses the following attributes? a) sound knowledge of the physical characteristics of the aerodrome movement area, the aerodrome obstacle limitation surfaces, aerodrome markings, lighting and ground signals and essential aerodrome safety equipment; b) an understanding of the aerodrome information included in AIP; c) the ability to carry out a serviceability inspection of the aerodrome; d) a knowledge of the aerodrome emergency procedures; and e) a knowledge of the NOTAM system and the ability to carry out aerodrome reporting procedures.	[ ] Yes [ ] No [ ] N/A	
	2. Airside Drivers Does the airside drivers operating vehicles and ground equipment, hold an appropriate license to operate in entering the movement area?	[ ] Yes [ ] No [ ] N/A	
	3. Airside Drivers Is the driver of a vehicle on the movement area appropriately trained for the tasks to be	[ ] Yes [ ] No [ ] N/A	

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	performed and comply with instructions issued by: a) the aerodrome controller when on the maneuvering area; and b) the appropriate authority when operating on the apron?		
	4. Aerodrome Technical Inspectors Is operator of a certified aerodrome ensure that a person or persons with appropriate technical qualifications and experience conducts an aerodrome technical inspection? In particular: a) the movement area, other pavements and drainage is inspected by a person who has a recognized degree, diploma or certificate in civil engineering or appropriate technical experience; and b) the lighting and electrical facilities is inspected by a person who has a recognized degree, diploma or certificate in electrical engineering or a licensed electrician; and c) the obstacle limitation surfaces is inspected by a person who: d) is technically qualified or experienced in surveying; and e) has a sound knowledge and understanding of the standards and survey procedures for obstacle limitation surfaces.	[ ] Yes [ ] No [ ] N/A	
	5. Aerodrome Safety Inspectors Does a person apply to CAA for approval to conduct aerodrome	[ ] Yes [ ] No [ ] N/A	

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	safety inspections as Aerodrome Safety Inspectors? CAA approve a person if the person has: a) a recognized degree, diploma or certificate in civil engineering, surveying or a related field and a sound knowledge of the parts of these Regulations and the standards, practices and procedures that are applicable to the operation and maintenance of aerodromes; or b) other qualifications, knowledge and experience that CAA considers suitable for conducting an aerodrome safety inspection; and c) the capability, if the approval is given, to perform properly the aerodrome safety inspection function.		
	6. Wildlife Personnel Is the wildlife personnel responsible for preparing a WHMP a suitably qualified person such as an ornithologist or a biologist?	[ ] Yes [ ] No [ ] N/A	
	7. Persons Involved with Aerodrome Safety Functions Are persons involved with aerodrome safety functions possess essential competencies which include: a) inspect and report on the physical characteristics and conditions of the aerodrome; b) inspect and report on aerodrome lighting systems;	[ ] Yes [ ] No [ ] N/A	

REFERENCE NO.	QUESTIONS	REVIEW BY AERODROME INSPECTOR/S	
		STATUS	REMARKS (Include reference to documentation or reason for non-compliance/non-applicability)
	c) inspect and report on the OLS; d) initiating a NOTAM; e) use of radio, and f) supervise the safety of aerodrome works?		
	8. Work Safety Officer Is works safety officer for the aerodrome works has not been trained, in accordance with aerodrome standards, to perform the works safety officer's functions?	[ ] Yes [ ] No [ ] N/A	

APPENDIX 8: Suggested Agenda Items for an Exit Meeting

- Welcome
- Thanks for the co-operation of the auditee staff and assistance to the audit team
- Re-state the purpose scope and reason for the audit
- Presentation of the audit context
- If appropriate, mention the previous audit
- Review of objectives of the audit
- Brief review of the audit methodology while emphasizing its standardized nature
- Presentation of the audit findings:
  - Positive aspects to be highlighted
- Listing of the findings but without discussion of the evidence
- Stress that the exit meeting is not the place for discussion, just presentation to alert the auditee.
- Next steps:
  - Audit draft report to be finalized (when) and copied to auditee
  - Auditee then has the opportunity to review and discuss any contentions issues with Team Leader
- Final report to follow within (time/date/event)
- After final report, CAP is expected which will address short term remedial action as well as long term preventative action
- Record of attendees
- Conclusion

APPENDIX - 9: Standard Audit Report Format

AUDIT REPORT FOR
XXX ORGANIZATION

[Insert Table of contents]

1. INTRODUCTION

1.1. Airport/Organization Information

Airport Visited:	_____ International Airport
Dates of Audit:	dd to dd mm yy
Team Members:	Mr. H. O. Exceptional, Audit Leader
	Mr. A.N. Other, Team Member
	Mr. A.N. Other, Team Member
	Mr. A.N. Other, Team Member

1.2. Audit Scope & Objectives

1.2.1. The audit was designed to assess compliance with the (*insert procedures, regulations, manual etc.*) of _____ International Airport/Organization.

1.3. Identity & Administrative Information of Audited Organization

1.3.1. The management of XXX International Airport, representing the aerodrome operator, was:

- Mr A. O. Boss, General Manager
- Mr T Isee, Aerodrome Operations Office
- M B Karful, Safety Manager

1.4. Documents Reviewed

1.4.1. The following documents were reviewed prior to, and during, the audit:

- *List the documents*
- *List the documents*
- *List the documents*

1.5. Person Contacted & Interviewed

1.5.1. The following persons were interviewed and questioned during the audit;

- Mr. A. M. Manager XXX Airport Director, FAAN
- Ms. A. N Other Chief, RFFS, XXX Airport

1.6. Opening Meeting

1.6.1. An opening meeting was carried out on _Date_ at Location. This briefing was conducted by the CAA Audit Team Leader, Mr. XXXXX and attended by:

List the persons in attendance.

1.7. Closing Meeting

1.7.1. A closing meeting was carried out on _Date_ at Location. This was conducted by the NCAA Audit Leader, Mr. XXXXX and attended by:

List the persons in attendance.

1.8. **Distribution of Report**

1.8.1. This final report will be sent to _____ Manager, Airport Director for XXX International Airport. It is the responsibility of Mr. Manager to ensure that distribution of the report conclusions and findings are disseminated amongst appropriate personnel from the audited Organization.

1.9. **Confidential Nature of the Report**

1.9.1. This report and all the information contained therein should be regarded as confidential and not for general dissemination.

2. EXECUTIVE SUMMARY

A short explanation of the main activities of the audit and the principal findings.

3. SUMMARY OF FINDINGS

A summary of all the findings in order of priority.

4. BACKGROUND

4.1. The audit was undertaken in accordance with the requirements of the [DASS] of CAA which establishes the various processes and procedures required to be undertaken by the different Organizations and persons to whom this programme applies, in order to satisfy the needs of ensuring that aviation practices within the [STATE] are maintained in accordance with the requirements of the CAA.

4.2. This airport/ Organization has been the subject of previous audits on XXXX *(date(s))*.

5. OBSERVATIONS & FINDINGS

5.1. Describe each finding as a result of an observed condition.

5.1.1. **Finding**: Describe the deficiency and the corrective action required by the audited Organization together with reference to mandatory requirement and associated evidence of non-conformity.

5.1.2. Status: Assign category of finding

5.1.3. Timing: Agreed deadline for rectification

5.2. **Observation**: Record comments

When drafting findings following an audit or inspection, the following guidelines should be used:

- Do not wait until the last moment to draft the documents; the draft findings must be filled in as the observations are made to maintain a satisfactory level of objectivity.
- The final report of the audit must be drafted as quickly as possible after the audit is

completed.

- Every formulation must be clear, concise and comprehensive.
- Sentences should be short.
- The classification of recommendations must be carried out with objectivity and candour.

5.3. **Findings Form**

Regulatory Requirement/ Reference:			Finding Number:
Finding/s:			
Type of Finding:	☐ Non-compliance (Finding) Level 1 *	■ Non-compliance (Finding) Level 2**	
Evidences:			
Auditor/s:			
Corrective Action Plan:			
Target Date:		Auditee/Person Responsible:	

* ***Non-compliance (Finding) Level 1****: Any non-compliance is detected with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or certificate which lower standard or has the potential to result in loss of life, serious injury or damage to facilities.*

** ***Non-compliance (Finding) Level 2****: Any non-compliance is detected with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or certificate which could lower standard or has the potential to cause significant safety problems.*

6. CORRECTIVE ACTION PLAN

6.1. List all the corrective action required by the audited Organization in the Corrective Action

Plan form in order of priority as classified by Section 5.1.11 of the Handbook. (See Table 1).

Table 1: AUDIT/INSPECTION CORRECTIVE ACTION PLAN

DOCUMENT REFERENCE	FINDINGS	FINDINGS CATEGORY	CORRECTIVE ACTION (BY THE AERODROME OPERATOR)	PERSON RESPONSIBLE	AGREED TARGET DATE

APPENDIX - 10: Post audit feedback form

Item	Activity	Comments/Remarks
1.	Post audit opening	
2.	Conduct of auditors	
3.	Documentation	
4.	Comment on findings	
5.	Quality of the audit report	
6.	General	

Notes:.....

APPENDIX - 11: Aerodrome Surveillance Checklist

	AREA OF INSPECTION	REFERENCES	OBSERVATIONS	FINDING CATEGORY
I.	**PHYSICAL CHARACTERISTICS:**			
A	**RUNWAY :**			
i	ORIENTATION OF ALL RUNWAY(S)			
ii	SURFACE CONDITION (DEPRESSION, POT HOLE, RUTTING):			
iii	SURFACE FRICTION/RUBBER DEPOSIT/ DATE OF LAST FRICTION TEST WITH COEFFICIENT VALUE:			
iv	SLOPES:			
v	VISUAL MARKINGS (TDZ, AIMING POINT, THR,C/L,SIDE STRIP , DESIGNATION, RET/ TWY LINKS ETC):			
vi	BASIC STRIP (FLUSHING , GRADING , OBSTACLE):			
vii	LIGHTINGS (THR, END, TDZ,C/L , RETIL):			
viii	SIGNAGES (INFORMATION / MANDATORY INSTRUCTION) :			
ix	APPROACH LIGHTS (SIMPLE/ CAT-I/II/III)			
x	VASIS, such as, PAPI (DATE OF LAST SURVEY):			
xi	RESA :			
xii	ANY OTHER OBSERVATION :			
B	**APRON :**			
i	SURFACE CONDITION (DEPRESSION, POT HOLE, RUTTING):			
ii	VISUAL MARKINGS (BREAK AWAY POINT,EDGE ,VEHICULAR LANE , TAXI LANE ,SAFETY LINE , EQPT PARKING AREA ETC) :			
iii	LIGHTS : EDGE , FLOOD LIGTS ETC.:			
iv	ILLUMINATION LEVEL ON APRON (IN LUX):			

AREA OF INSPECTION		REFERENCES	OBSERVATIONS	FINDING CATEGORY
v	SIGNAGES (INFORMATION / MANDATORY INSTRUCTION) :			
vi	PARKING STAND IDENTIFICATION / VISUAL DOCKING GUIDANCE SYSTEM (VDGS) / AEROBRIDGE ETC. :			
vii	EQUIPMENT PARKING AREA :			
viii	FOD COLLECTION SYSTEM :			
ix	ANY OTHER OBSERVATION :			
C	**OPERATIONAL AREA** :			
i	AERODROME PERIMETER FENCING:			
ii	NORMAL AND EMERGENCY ACCESS ROUTES:			
iii	SIGNAL AREA.WIND DIRECTION INDICATOR (WDI):			
iv	ISOLATED PARKING STAND:			
v	OBS. LIGHTS OF OBSTRUCTIONS / OBSTACLES:			
vii	AERODROME RREFERENCE POINT (ARP) & ITS MAINTENANCE:			
vii	DRAINAGE:			
ix	HOLDING POSITION MARKING (TWY , ROAD ETC):			
x	DEMARCATION OF LOCALIZER & GLIDE PATH SENSITIVE / CRITICAL AREAS :			
xi	ANY OTHER OBSERVATION :			
D	**TAXIWAYS** :			
i	MARKINGS (C/L, EDGE):			
ii	LIGHTS: EDGE, CENTER LINE (IF AVBL.), STOPBARS, GUARD LIGHTS ETC :			
iii	SURFACE CONDITION:			
iv	STRIP:			

AREA OF INSPECTION		REFERENCES	OBSERVATIONS	FINDING CATEGORY
v	SIGNAGES (INFORMATION / MANDATORY INSTRUCTION)			
vi	ANY OTHER OBSERVATION :			
II.	**ARFF :**			
i	CATEGORY :			
ii	EQUIPMENTS OF RESCUE & FIRE FIGHTING :			
iii	EXTINGUISHING AGENTS :			
iv	STANDARD OPERATING PROCEDURES (SOPs) :			
v	TRAININGS/ DRILL (FULL SCALE & TABLE TOP EMERGENCY EXERCISE) :			
vi	COMMUNICATION SYSTEMS :			
vii	RESCUE RESOURCES , EXTINGUISHING AGENTS, WATER STORAGE :			
viii	HYDRANT SYSTEM :			
ix	MAINTENANCE OF RECORDS(LOG BOOKS, VEHICLE, DRILL ETC) :			
x	ANY OTHER OBSERVATION :			
	AERODROME INFORMATION:			
i	DATE OF PUBLICATION :			
ii	ADEQUACY OF INFORMATION :			
iii	CURRENT NOTAMs/SNOWTAMs :			
iv	OPERATIONAL RESTRICTIONS, IF ANY :			
v	ANY OTHER OBSERVATION :			
III.	**AERODROME OPERATIONS :**			
i	AERODROME MANUAL :(CHANGE IN PERSONNEL, CONTACT NUMBERS, PROCEDURES, NAVAIDS, ETC.)			
ii	SOPS FOR OPERATIONS AND MAINTENANCE :			

AREA OF INSPECTION		REFERENCES	OBSERVATIONS	FINDING CATEGORY
iii	AIRPORT EMERGENCY PLAN :			
iv	DISABLED AIRCRAFT REMOVAL PLAN			
v	OBSTACLE REGULATION & CONTROL PROCEDURES :			
vi	COORDINATION BETWEEN ATM & AERODROME OPERATIONS :			
vii	WILD LIFE CONTROL MECHANISM :			
viii	AERODROME EMERGENCY MANAGEMENT COMMITTEE (AEMC) MEETING & ACTION ITEMS :			
ix	CONSTRUCTION/ DEVELOPMENT ACTIVITIES :			
x	CONTROL & COMPLIANCE OF OBSTACLES, DATE OF LAST SURVEY CARRIED :			
xi	AERODROME CHARTS : GRID MAP , ZONING MAP, TYPE A & B, DATE OF PUBLICATION,: HOTSPOT LOCATION			
xii	CERTIFICATION COMPLIANCE SYSTEM & AVAILABILITY OF EQUIPMENTS FOR STNDARDISATION :			
xiii	STAND BY POWER SUPPLY FOR ESSENTIAL SERVICES :			
xiv	FOLLOW ME / OPS. JEEP :			
xv	ANY OTHER OBSERVATION :			
IV.	**SAFETY MANAGEMENT SYSTEM :**			
i	SAFETY MANAGEMENT MANUAL :			
ii	SAFETY MANAGER AND SYSTEMS FOR IMPLEMENTATION :			
iii	STATUS OF IMPLEMENTATION :			
iv	COMPLIANCE OF SMS :			
v	SAFETY DATA REPORTING AND RECORDING SYSTEM (VOLUNTARY AND MANDATORY REPORTING)			
vi	SAFETY PROMOTION (TRAINING, SEMINAR, WORKSHOP)			
vii	ANY OTHER OBSERVATION :			
V.	**RUNWAY SAFETY TEAM (RST)**			
i	COMPOSITION, TOR			
ii	MINUTES OF RST MEETINGS			

AREA OF INSPECTION		REFERENCES	OBSERVATIONS	FINDING CATEGORY
iii	HOT SPOTS (RUNWAY INCURSION ISSUES); RUNWAY CONDITION REPORTING (RUNWAY EXCURSIONS)			
iv	ANY OTHER OBSERVATION :			
VI.	**AVAILABILITY & ADEQUACY OF TRAINED MANPOWER FOR AERODROME OPERATIONS :**			
i	AERODROME OPERATIONS :			
ii	ARFF :			
iii	MAINTENANCE :			
iv	ANY OTHER OBSERVATION :			
VII.	**ATC :**			
i	SERVICES PROVIDED / UNIT :			
ii	COMMUNICATION FACILITIES : VHF, TELEPHONE, DSC , FIRE ALARM , AERODROME BEACON, LIGHT GUN, ETC. :			
iii	AVAILABILITY OF RELEVANT ICAO DOCS, ATS CIRCULARS, AICS, NOTAMS, DGCA- CARS :			
iv	DISPLAY OF LANDING, INSTRUMENT APPROACH , AERODROME CHARTS, GRID MAP ETC. :			
v	AVAILABILITY OF UPDATED DOCS REGARDING : AEP , BOMB THREAT, SEARCH & RESCUE, AIR SAFETY CIRCULARS TO DEAL WITH THE SITUATION IN THE EVENT OF AIRCRAFT INCIDENT / ACCIDENT ETC. :			
vi	DISPLAY OF THE LIST OF MEDICAL PRECTIONERS, WHO SHOULD BE AVAILABLE IN CASE OF AN EMERGENCY, TOGETHER WITH THEIR ADDRESSES & TELEPHONE NUMBERS IN THE CONTROL TOWER :			
vii	RWY LIGHTING AND REMOTE STATUS INDICATOR OF NAV. AIDS :			
viii	ANY OTHER OBSERVATION :			
VIII.	**COMMUNICATION/NAVIGATION FACILITIES :**			

AREA OF INSPECTION		REFERENCES	OBSERVATIONS	FINDING CATEGORY
i	NAV FACILITIES (NDB/DVOR/MSSR/ILS)			
ii	SERVICEABILITY / RELIABILITY STATUS OF NAVIGATIONAL AIDS:			
iii	SERVICEABILITY / RELIABILITY STATUS OF AIR GROUND COMMUNICATION FACILITIES (VHF,HF ETC), INTER UNIT COMMUNICATION :			
iv	GROUND / AIR CALIBRATION STATUS OF NAVIGATION AID DVOR , ILS, SMR , ASMGCS :			
v	CHECK QUALITY OF RECORDING :			
vi	ANY OTHER OBSERVATION :			
IX.	**METEOROLOGY :**			
i	FACILITIES – CLASS I/ II/III :			
ii	SERVICES PROVIDED AND THEIR ADEQUACY :			
iii	MET REPORTS :			
iv	TIMELY DISSEMINATION :			
v	ANY OTHER OBSERVATION :			
REMARKS :				
LIST OF OBSERVATION :				

AREA OF INSPECTION	REFERENCES	OBSERVATIONS	FINDING CATEGORY
	SIGNATURE OF INSPECTING OFFICER :		

AP-AA/WG TASK LIST (Updated at AP-AA/WG/5)

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/1	Develop a survey on States which have not completed the implementation of aerodrome certification for all international aerodromes, with an AGA EI below 75% and/or AOP air navigation deficiencies to establish the requirements for assistance	India to lead Bangladesh, Nepal and Thailand to assist	December 2019	Closed	From TOR **Conclusion AOP/SG/4-8** agreed to circulate the survey to APAC States / Administrations Circulated through SL AN 3/3 – AP258/20 (AGA) dated 18 December 2020 Interim results presented in AP-AA/WG/3 WP/12 [Continued in Task 3/1]
1/2	Review the status of air navigation deficiencies in the field of AOP (as listed in the APANPIRG air navigation deficiencies database) and assist the concerned State(s) to develop corrective action plans	States COSCAPs to support	Continuous	Open	From TOR
1/3	To assist States which have not completed the implementation of aerodrome certification for all international aerodromes and/or with an AGA EI below 75% in establishing an	Thailand to lead (c & d) Philippines – item (c) Bangladesh – item (d) India – item (e) & (f) Nepal – item (g) Malaysia (lead), India	January 2020	Closed – Item (a), (b), (c), (e), (f), (g) & (h) ~~Open~~ Closed - Item (d) and (h)	From TOR Tasks 1/3 (a), (b), (c) and (g) completed and documents are posted on APAC Website https://www.icao.int/APAC/Pages/eDocs.aspx Agreed by **Decision AOP/SG/4-7**

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
	aerodrome certification process, develop a set of generic documents, such as: (a) specific operating regulations; (b) organization structure of the aerodrome regulatory unit; (c) aerodrome certification procedure manual; (d) generic aerodrome inspector handbook with checklists; (e) generic template of the aerodrome manual; (f) training programme and training plan; (g) procedures for accepting non compliances; and (h) surveillance programme.	and Nepal – item (a), (b) & (h) Secretariat to support Request support from TCB/IPAV Thailand – item (d) Malaysia (lead), India and Nepal - item (h)	 May 2021 December 2021		SL AN 3/3 – AP257/20 (AGA) dated 18 December 2020 Task 1/3 (a), (b), (d), (e), & (f) completed and documents are posted on APAC Website https://www.icao.int/APAC/Pages/eDocs.aspx Task 1/3 (h) completed (AP-AA/WG/4 – WP/08) and document will be posted after approval by AOP/SG/6 on APAC Website https://www.icao.int/APAC/Pages/eDocs.aspx
3/1	For the aerodrome assistance survey questionnaire: (a) Recirculate to States / Administration which have yet to respond (b) Conduct analysis and recommend way	Secretariat India and Nepal	May 2021 December 2021	Closed	Task 3/1 (a): SL Ref.: AN 3/3 - AP075/21 (AGA), dated 5 May 2021 Task 3/2 (b): AP-AA/WG/4-WP/09 Task 3/1 (a) & (b) completed.

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
	forward				
4/1	Develop Generic Enforcement Policy and Procedure Manual	Malaysia (Lead), India	December 2022	Completed	AP-AA/WG/5-WP/09 Task 4/1 completed.
4/2	Develop Generic Exemption Policy and Procedure Manual	Australia (Lead), Nepal	December 2022	Completed	AP-AA/WG/5-WP/10 Task 4/2 completed.
AP-AA/WG/5 [13 – 16 March 2023]					
5/1	Develop a Generic Guidance for the evaluation of Aerodrome SMS	Australia, Maldives, Thailand (Lead)	First draft GM by December 2023		

Asia/Pacific Aerodrome Assistance Working Group (AP-AA WG)

TERMS OF REFERENCE
(Proposal for Amendment to AP-AA/WG's TOR)

Objective:

The main objective of the establishment of AP-AA WG is to realize the commitment of the "Beijing Declaration" - to certify all aerodromes used for international operations by 2020, fulfil the objectives of the AOP/SG to address identified AOP deficiencies listed in APANPIRG database for their resolution and to improve the AGA EI resulting from USOAP CMA activities and meet Global Aviation Safety Plan 2023 – 2025 targets.

Scope of works:

To meet the above objective the AP-AA WG shall carry out the following tasks:

(1) **Conduct** a survey on States which have not completed the implementation of aerodrome certification for all international aerodromes, with an AGA EI below 75%, and/or AOP air navigation deficiencies to establish the requirements for assistance;

(2) **Review** the air navigation deficiencies in the field of AOP (as listed in the APANPIRG air navigation deficiencies database) and assist the concerned State(s) to develop corrective action plans;

(3) **Assist** States which have not implemented aerodrome certification, with non-satisfactory aerodrome certification related PQs, and/or aerodrome certification related air navigation deficiencies to establish an aerodrome certification process including developing specific operating regulations, training programme and training plan, guidance material for all technical areas, aerodrome inspector handbook with checklists, procedures for accepting non compliances, and surveillance programme, establishing runway safety programme and implementation of Global Reporting Format (GRF) using existing platforms, such as COSCAPs, PASO and introducing a new methodology, such as, Asia Pacific Aerodrome Assistance Go-Team;

(4) **Assist** in conducting seminars/workshops/trainings for the aerodrome regulatory and aerodrome operator staff in APAC region; provide experts to deliver presentations at the seminars/workshops in aerodrome certification, implementation of SMS and other technical areas such as aerodrome emergency planning, runway safety, etc.; and

(5) **Maintain** the register of AGA Experts nominated by States and Industry Partners in accordance with *Conclusion APANPIRG/33/3 - Assistance to APAC States that require assistance in AGA area including certification and surveillance of aerodromes*.

Composition: The AP-AA WG would be composed of subject matter experts nominated by APAC States/Administrations and International Organizations, familiar with Annex 14, PANS-Aerodromes (Doc 9981) and its guidance materials and in particular on aerodrome certification procedures and ICAO USOAP CMA.

Working Methods: As far as practicable, the work should be carried out through electronic correspondences and web-conferences. The Working Group will hold at least one face-to-face meeting a year. The AP-AA WG may be assembled on need basis to assist States. Onsite assistance may be provided to States, if required, on cost-recovery basis through Asia Pacific Aerodrome

Assistance Go-Team platform. The ICAO APAC Office would do necessary coordination. The ICAO COSCAPs will support the implementation of Tasks.

Time frame: The tenure of the AP-AA WG would last until September - 2026.

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Attachment A

List of GGMs developed by AP-AA/WG and approved by AOP/SG with details of the custodians

S. No	APAC Generic Guidance Materials	Edition/Version, Date	States involved in the Development of Generic Guidance Materials	Custodian (Responsible party for future review and updates)
1	Asia Pacific Regional Guidance on AIP – AD 1.5 Status of Certification of Aerodromes	Version 1.0, Dec 2020	Secretariat	**Secretariat** apac@icao.int pshakya@icao.int
2	Generic Aerodrome Certification Procedure	Version 1.0, Dec 2020	Thailand (lead) and Philippines	**Thailand** - Mr. Teeravee Yongwattanajiaranon (Ling) teeravee.y@caat.or.th
3	Generic Procedures for Accepting Non-compliance in Aerodromes	Version 1.0, Dec 2020	Nepal (lead) and Malaysia	**Nepal** - Mr. Babu Ram Paudel paudelbabu@gmail.com
4	Generic Training Programme and Training Plan for Aerodrome Inspectors	Version 1.0, 2 July 2021	India	**India** - Mr. Amit Srivastava amits.dgca@nic.in
5	Generic Aerodrome Inspector Handbook	~~Version 1.0, 2 July 2021~~ Version 2.0, 2023	Thailand (lead) and Bangladesh	**Thailand** - Mr. Teeravee Yongwattanajiaranon (Ling) teeravee.y@caat.or.th
6	Generic Aerodrome Manual	Version 1.0, 2 July 2021	India	**India** - Mr. Sudhir Singh sudhir_singh@hotmail.com and Mr. Amit Srivastava amits.dgca@nic.in
7	Generic Aerodrome Certification Specific Operating Regulations	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	**Malaysia** - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
8	Generic Organization Structure of the Aerodrome Regulatory Unit	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	**Malaysia** - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
9	Generic Surveillance Programme by Aerodrome Operators	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	**Malaysia** - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my

10	Generic Surveillance Programme for Certified Aerodromes	Version 1.0, August 2022	Malaysia (lead), India and Nepal	**Malaysia** - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
11	ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology	Draft, March 2023	ACI	**ACI** - Mr. SL Wong sl@aci-asiapac.aero ICAO Secretariat apac@icao.int
12	Asia-Pacific Generic Aerodrome Enforcement Policy and Procedures Manual	Draft, March 2023	Malaysia (Lead) and India	**Malaysia** - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
13	Asia-Pacific Generic Aerodrome Exemptions Policy and Procedures Manual	Draft, March 2023	Australia (Lead) and India	**Australia** – Mr. Daniel Parsons daniel.parsons@casa.gov.au

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