
	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION</p>	<p><b>Revision: 0</b></p>
<p><b>Document No. TCAA/FRM/SR/AGA-01</b></p>	<p style="text-align: center;"><b>CHECKLIST FOR AUDIT OF AERODROME MANUAL</b></p>	<p><b>Page 1 of 43</b></p>

	NAME OF AERODROME
	PHYSICAL ADDRESS
	POSTAL ADDRESS
	DATE OF INSPECTION
	OPERATOR'S REPRESENTATIVE
	INSPECTORS (S)
	<p>Assessment Code:  <i>S = Satisfactory (Requirements met)</i>  <i>N/S = Not Satisfactory (Requirements not met)</i>  <i>N/A = Not Applicable</i></p>


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## General Information

Activity and objective	Status	Comments
Does the aerodrome operator have a complete and current copy kept at the aerodrome? Is it in a printed form? Has the operator provided TCAA with a complete and current copy? Is the operator's copy available to authorized persons during normal business hours?		
Does the manual consist of more than 1 document? If yes, is there adequate cross-reference between documents? Are other copies kept in electronic form?		
Has TCAA accepted the manual?		
Are omitted sections covered by reason for non-applicability?		
Are details of exemptions included?		
Are details of conditions included?		
Does the manual include a procedure to ensure that it will be amended whenever necessary to maintain its accuracy?		
Does the manual include a procedure to ensure that the operator will advise TCAA in writing within 14 days of any amendment?		
Has a person been appointed to be controller of the manual? Does the manual have details of the persons who hold copies of it? And procedures for ensuring that updates of the manual are distributed to all holders?		
Can a reader tell when changes have been made to the manual?		
Can a reader tell if the manual is up to date?		
Are procedures for ensuring that any deviations from the manual that are made to ensure the safety of aircraft are reported to TCAA within 30 days?		


**Note:** The details listed represent the minimum content of an aerodrome manual. Each aerodrome operator must tailor the content of their manual to reflect the complexity and operating environment of the aerodrome.

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### Information about the Aerodrome Site

Activity and objective	Status	Comments
Does the aerodrome manual contain relevant data in Part 2 for the aerodrome site?		
<p>Does Part 2 of the manual contain</p> <ul style="list-style-type: none"> <li>a plan of the aerodrome showing main facilities including wind indicators?</li> <li>a plan showing aerodrome boundaries?</li> <li>a plan showing distance of the aerodrome from the nearest city, town or identifiable populous area and position of the aerodrome?</li> <li>the location of any aerodrome facilities and equipment outside the aerodrome boundary?</li> </ul>		
Does Part 2 of the manual contain either details of the land certificate(s) for the aerodrome site or details of the control over (eg, lease agreements) the property on which the aerodrome is located?		

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### Information to be notified to AIS

*Does the manual contain the following information?  
Can the aerodrome operator verify it?  
Does information in the manual correlate with published AIP data?*

Activity and objective	Status	Comments
The name of the aerodrome;		
The town or city where the aerodrome is located;		
The geographic coordinates of the aerodrome reference point (WGS 84);		
The elevation of the aerodrome, and geoid undulation;		
The elevation of each threshold and the geoid undulation; the elevation of the runway end and any significant high or low points along the runway;		
The aerodrome reference temperature;		
Details of the aerodrome beacon;		
Local information: The hours of operation, if applicable; The available ground services; Any special procedures; Any local precautions.		
The true bearing of each runway and the runway number;		
Magnetic variation in degrees, date of information and annual change;		
The length, width and slopes of each runway;		

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Location of displaced threshold if any;		
Geographical co-ordinates of each threshold;		
Runway surface type		


<b>Activity and objective</b>	<b>Status</b>	<b>Comments</b>
Type of runway (instrument, non-inst?)		
Dimensions and surface type for RESA and stopways;		
The length, width and surface type of the graded runway strip;		
Dimensions, ground profile and surface type of clearways when provided;		
The pavement surface type and its strength rating in PCN system;		
The runway declared distances for each runway;		
The intersection take-off distances for each runway if available;		
Length, width, surface type and numbering system of taxiways		
Taxiway pavement strength in PCN system		
Location and designation of any standard taxi routes;		
Geographical co-ordinates of any appropriate taxiway centreline points		
Apron surface type, pavement strength and aircraft stand numbers;		
The Aerodrome Obstacle Chart Type A details as applicable		
Aerodrome RFFS Category;		
Location and frequency for any VOR checkpoints;		
Locations and elevations for any established pre-flight altimeter check positions;		
Geographical co-ordinates and top elevation for		

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<p>each significant obstacle in the approach and take-off climb areas, in the circling area and in the vicinity of the aerodrome;</p>		
<p>Contact information for the aerodrome co-ordinator of the disabled aircraft recovery plan, and statement of capability to remove the largest disabled aircraft using on-airport equipment.</p>		
<p style="text-align: center;"><b>Activity and objective</b></p>	<p style="text-align: center;"><b>Status</b></p>	<p style="text-align: center;"><b>Comments</b></p>
<p>The type of approach lighting;</p>		
<p>The visual approach slope indicator system for each runway, if any;</p>		
<p>Is portable lighting available and listed?</p>		
<p>The type of lighting for taxiways;</p>		
<p>The type of lighting for aprons;</p>		
<p>Other visual control and guidance aids for runways, taxiways and aprons;</p>		
<p>Details of the system of marking runway, taxiway and apron elements;</p>		
<p>Availability of standby power, switching arrangements and changeover times;</p>		
<p>A description of the visual docking guidance systems at any aprons used by aircraft conducting international operations, and the aircraft parking positions where the systems are installed;</p>		

**Note:** See ICAO Annex 15 for specifications about data elements and required degree of accuracy for aeronautical data elements


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## Aerodrome Reporting Procedure

Activity and objective	Status	Comments
Does the manual contain details of the arrangements for reporting any changes that may affect aircraft operations to AIS and local air traffic services?		
And for recording the reporting of changes during and outside the normal hours of aerodrome operation?		
Does it include the contact details for the persons and organisations to which changes are to be reported?		
And the name of the reporting officer responsible for reporting the changes and the telephone numbers for contacting him or her during and after working hours?		
And the arrangements for reporting changes of aerodrome information published in AIP to AIS and DCA?		
And for ensuring that the notification to AIS is in writing?		
And the procedures for issuing NOTAMs?		
Including NOTAMs for temporary or permanent changes in the physical condition of the aerodrome that may affect the safety of aircraft?		
And any other occurrence relating to the operation or maintenance of the aerodrome that may affect the safe operation of aircraft?		
And the arrangements for keeping records of reports made?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Are adequate and suitable staff and resources		
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available?		
Has the reporting officer been trained?		
<b>Activity and objective</b>	<b>Status</b>	<b>Comments</b>
Are reports made by the persons identified in the manual?		
Are their contact details in accordance with the manual?		
Are staff members aware of safety requirements related to reporting?		
Are conditions or exemptions complied with?		
Does the field condition confirm any existing or recent NOTAMs?		
Are reporting related incidents noted, reported and followed up?		

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### Access to Aerodrome Movement Area


Activity and objective	Status	Comments
Does the manual contain 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?		
Does it include details of the arrangements for controlling airside access?		
And 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?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Are adequate and suitable staff and resources available?		
Are physical control measures in place in accordance with the aerodrome manual?		
Are the arrangements for controlling airside access in accordance with the manual?		
Is the staff aware of safety requirements related to unauthorised entry?		
Are any conditions or exemptions complied with?		
Was airside control observed to be effective and in accordance with the manual?		
Are unauthorised entry incidents noted, reported and followed up?		

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## Aerodrome Emergency Plan

Activity and objective	Status	Comments
Does the manual contain details of the members of the aerodrome emergency committee and contact details for each member?		
Does the committee include a representative from all emergency services that would be likely to be asked to assist in an emergency?		
Does it contain a description of the role of each emergency service organization involved in the plan?		
And details of the activation, control and coordination of the emergency service organisations during an emergency?		
And the aerodrome's emergency facilities and arrangements to keep them in readiness?		
And the operational response to an emergency including any arrangements for aerodrome access and assembly areas?		
And the response to a local stand-by call out?		
And the response to a full emergency call out?		
And the arrangements to return the aerodrome to operational status after an emergency?		
What are the arrangements for a periodic review (at least once per year) in consultation with the organization referred to in the plan?		
And arrangements for reviewing actual emergencies or exercises as soon as practicable to assess the plan's adequacy and take corrective action?		
And keeping records of each review for at least 3 years?		
Does the manual include the arrangements for testing the aerodrome emergency plan with a full scale exercise at least every 2 years?		
And arrangements to ensure that the exercise tests the coordination of the emergency services and the adequacy of		

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the procedures and facilities provided for in the plan?		
Does the manual observe human factor principles?		


Activity and objective	Status	Comments
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List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		

Are adequate and suitable staff and resources available?		
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Are the current membership and contact arrangements for the Aerodrome Emergency Committee in accordance with the manual?		
Is the frequency of meetings in accordance with the manual?		
Are all of the necessary participating/responding agencies adequately represented?		
Is the AEP reviewed in accordance with the manual?		
Is the AEP tested in accordance with the manual?		
Are copies of the AEP distributed in accordance with the manual?		
Is the staff aware of safety requirements for emergency planning?		
Are any conditions or exemptions complied with?		
TCAA 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.		
Was the exercise planned in accordance with the manual?		
Date of last exercise?		
Did the appropriate agencies attend?		
Was an appropriate objective tested?		

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Were appropriate amendments made to the AEP?		
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#### Feed back

Are aerodrome emergency related incidents noted, reported and followed up		
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#### Aerodrome Rescue and Fire Fighting Service (RFFS)


Activity and objective	Status	Comments
Does the manual include procedures for meeting the needs of a RFFS, including the information on facilities, equipment, personnel and vehicles?		
Is the category determination process stated clearly? Is the category determined in accordance with the standards for international or domestic requirements?		
Is provision made for difficult terrain environments?		
Is provision made for category coverage during periods of reduced frequency of operations?		
Does the manual provide information about the quantities of water available for foam production and complementary agents?		
And is the quantity of foam provided on vehicles in proportion to the quantity of water provided?		
Does the manual provide information about operational objectives?		
Does the manual give information about training requirements: <ul style="list-style-type: none"> <li>- Initial fire-fighter requirements?</li> <li>- Continuing training?</li> <li>- Live fire drills?</li> <li>- Pressure fed fuel fires?</li> </ul>		
Does the training have human performance and team co-ordination components?		
Does the manual provide for provision of suitable protective clothing and respiratory equipment for staff?		
List of documents checked.		
Is the operator maintaining records in		

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accordance with the aerodrome manual and/or Fire Service Manual SOPs?		
Are adequate and suitable staff and resources available including grid map in each vehicle?		
Is the Fire Station adequate to house all vehicles and equipment?		
Is access from the Fire Station(s) to the movement area clear and direct?		
Are facilities for difficult terrain considerations provided?		

Activity and objective	Status	Comments
Is the number of RFFS vehicles adequate?		
Are the current procedures specified in the manual able to be verified?		
Are procedures for training adequate?		
Procedures for testing equipment provided?		
Is the actual response time able to be verified from actual tests?		
Is the communication system tested in accordance with the manual?		
Are maintenance procedures appropriate for vehicles, equipment and building facilities?		
Do field inspections of RFFS facilities and records confirm on-going compliance with existing procedures?		
Are RFFS-related hazards, incidents and accidents noted, reported and followed up		

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### Inspections of movement area and obstacle limitation surfaces

Activity and objective	Status	Comments
Does the manual include procedures for safety inspections of the movement area and obstacle limitation surfaces?		
Does the manual include particulars of the arrangements for carrying out serviceability inspections during and after working hours?		
Does it include arrangements for measurement of runway friction?		
Does it include arrangements for measurement of water depth?		
Does it include details of the intervals at which the inspections are carried out?		
And the times of the inspections?		
And the arrangements for keeping an inspection logbook?		
And the place where the logbook is kept?		
And details of the serviceability inspection checklist?		
And a process for ensuring that the inspections are carried out by suitably trained staff?		
And the arrangements for communicating with air traffic control during the inspections (if appropriate)?		
And the arrangements for reporting the results of the inspections?		
And the arrangements for taking prompt follow-up action to ensure correction of		

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unsafe conditions?		
And the names and roles of the persons who are responsible for carrying out the inspections and the telephone numbers for contacting them during and after working hours?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Does the operator maintain records of staff training?		
Are adequate and suitable staff and resources available?		
Are inspections carried out by the persons identified in the manual?		
Are those persons appropriately trained?		


<b>Activity and objective</b>	<b>Status</b>	<b>Comments</b>
Are serviceability inspections carried out during working hours in accordance with the manual?		
Is the time and frequency of inspections in accordance with the manual?		
Is the logbook kept in accordance with the manual? (Check for location and format).		
Is the checklist used in accordance with the manual?		
Is the method of communicating with ATC during inspections in accordance with the manual?		
Is prompt follow-up action taken to correct unsafe conditions in accordance with the manual?		
Is the staff aware of safety requirements related to inspections?		
Are any conditions or exemptions complied with?		
Does the field condition of a sample of the aerodrome facilities confirm the results of the serviceability inspections?		
Are inspection related incidents noted, reported and followed up?		

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### Visual Aids, Lighting and Electrical Systems


Activity and objective	Status	Comments
Does the manual contain procedures to ensure that the lighting system and VASIS are planned, installed and maintained in accordance with the MOS standards?		
Are there arrangements for ensuring that certain lighting is not put into service unless it has been flight checked, checked by trained electrical staff and surveyed by an appropriate person?		
Does the manual contain details of the arrangements for carrying out lighting inspections and the checklist for inspections?		
Does this include obstacle lighting?		
Does it include the arrangements for recording the results of inspections?		
Are there arrangements for taking follow-up action to correct deficiencies?		
Are there arrangements for switching lights on and off, including back-up arrangements?		
Are there arrangements for carrying out routine maintenance and emergency maintenance?		
Are there arrangements for stand-by		

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power, if available?		
Are there particulars of any other method of dealing with partial or total system failure?		
And the names and roles of the persons who are responsible for the inspection and maintenance of the lighting and the telephone numbers for contacting them during and after working hours?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Are technical inspection reports filed and is there evidence of recommendations and findings being acted on?		
Are adequate and suitable staff and resources available?		
Are spare parts available as detailed in the aerodrome manual?		
Are the checklists used in accordance with the manual?		
Are deficiencies followed up in accordance with the manual?		
<b>Activity and objective</b>	<b>Status</b>	<b>Comments</b>
Is routine and emergency maintenance carried out as per the manual?		
Are arrangements for switching lights on and off in accordance with the manual?		
Are arrangements for stand by power in accordance with the manual?		
Are other arrangements for dealing with partial or total system failure in accordance with the manual?		
Is the staff aware of safety requirements related to lighting?		
Are all conditions or exemptions complied with?		
Have new element of the lighting system been checked as required?		
Does a sample of aerodrome lighting checked during audit comply with ASM?		
Is a PAPI / VASI installed if required?		
Are the necessary elements of a lighting system installed?		
Are lighting related incidents noted, reported and followed up?		

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**Protection of Radar & navigational aid sites**

Activity and objective	Status	Comments
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?		
Does it include the arrangements for the control of activities near radar and navigational aid installations?		
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?		
And the arrangements for ground maintenance near these installations?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		


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<p>Are adequate and suitable staff and resources available?</p>		
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<p>Are activities near radar and nav aids controlled in accordance with the manual?</p>		
<p>Is ground maintenance near these facilities carried out in accordance with the manual?</p>		
<p>Is the staff aware of safety requirements related to radar and nav aids?</p>		
<p>Are an conditions or exemptions complied with?</p>		

<p>Are appropriate signs warning of microwave radiation hazards supplied and installed in accordance with the manual?</p>		
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<p>Are radar and navaid related incidents noted, reported and followed up?</p>		
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### Maintenance of movement area

Activity and objective	Status	Comments
Does the 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?		
Does it include the arrangements for the maintenance of paved and/or unpaved runways and associated, shoulders and safety areas?		
Does it include the arrangements for the maintenance of paved and or unpaved taxiways and associated shoulders?		
Does it include the arrangements for the maintenance of associated runway and taxiway strips?		
Does the manual provide particulars about regular runway friction testing?		
List of documents checked.		
Is the operator maintaining record in accordance with the aerodrome manual?		
Are adequate and suitable staff and resources available?		
Has the operator provided sufficient and adequate equipment?		
Are maintenance activities on or near the movement area controlled in accordance with the manual?		
Is ground maintenance carried out in accordance with schedules or routines documented in the manual?		
Can runway friction test results be related to serviceability and safety limits?		
Is the staff aware of safety requirements related to movement areas?		
Are conditions or exemptions complied with?		
Are procedures conducted in accordance with work safety arrangements?		
Are visual aids and pavement markings in a condition expected from the scheduled maintenance programme?		
Are pavement surfaces free of surface irregularities?		

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Are maintenance-related incidents noted, reported and followed up?		
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### Aerodrome Works Safety

Activity and objective	Status	Comments
Does the manual contain particulars of the procedures for planning and safely carrying out aerodrome works (including works that may have to be carried out at short notice)?		
Including ensuring that the works do not create a hazard to aircraft or confusion to pilots?		
Does it include details of the preparation of a method-of-working plan?		
And identifying areas of the aerodrome affected during each stage of the work?		
And steps taken to ensure safety standards are met?		
And the process for ensuring that any works safety officers have been trained in accordance with requirements?		
Does it include the distribution list for the method-of-working plan?		
And the arrangements for telling aircraft operators and other aerodrome users of the method-of-working plan and the telephone numbers for contacting those operators and users during and after working hours?		
And the process for complying relating to the period of notice for works?		
And the arrangements for communicating with air traffic control and aircraft during the carrying out of the works?		
And the arrangements for carrying out time-limited works?		
And the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the works, and the arrangements for		

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contacting those persons and organisations at all times?		
List of documents checked.		
Is the operator maintaining record in accordance with the aerodrome manual?		
Are suitable visual aids available for marking works sites and unserviceable areas?		

Are works planned and documented in accordance with the manual?		
<b>Activity and objective</b>	<b>Status</b>	<b>Comments</b>
Is consultation for works planning and MOWP production in accordance with the manual?		
Is notice of works given in accordance with the manual?		
Is the staff aware of safety requirements during works?		
Are procedures available for setting out visual aids for works?		
Are any conditions or exemptions complied with?		


Is the interface with ATC and/or air traffic in accordance with the manual?		
Is the content and format of MOWPs correct?		
Are works being conducted in accordance with the MOWP?		
Are works within runway strip carried out in accordance with the manual?		
Are other works including time-limited works carried out in accordance with the manual?		

Are works related incidents noted, reported and followed up?		
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### Apron operation management

Activity and objective	Status	Comments
Does the manual contain particulars of the procedures for aircraft parking control, if established?		
Does it include the arrangements between air traffic control and apron management?		
And the arrangements for allocating aircraft parking positions?		
And the arrangements for initiating engine start and ensuring clearances for aircraft pushback?		
And an inventory and description of the activation and deactivation of any visual docking guidance system used at the aerodrome?		
And details of the marshalling service?		
And the leader van service or follow-me service?		
And the names, telephone numbers and roles of the persons responsible for planning and implementing aircraft parking control?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Are suitable staff available to control aircraft parking?		
Are suitable staff and facilities available to design parking layouts and marking?		
Are staff available to provide leader van service if required?		
Is the staff aware of safety requirements relating to clearances and blast?		

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Are parking positions allocated in accordance with the manual?		
Are engine starts and push backs initiated in accordance with the manual?		
Are any conditions or exemptions complied with?		


Are the visual docking systems in accordance with the manual?		
Are the aircraft parking markers and markings in accordance with the manual?		
Are aircraft parking related incidents noted, reported and followed up?		

### Apron safety management

Activity and objective	Status	Comments
Does the manual contain particulars of the procedures for management of safe apron operations?		
Does it include the arrangements protection from jet and propeller blast?		
Including arrangements for parking position design? And provision of blast protection structures?		
Does the manual contain procedures for ensuring the apron is swept to remove debris?		
Does the manual contain procedures for ensuring the apron is clean of hazardous contamination?		
Does the manual contain procedures in regard to reporting incidents and accidents on an apron?		
And the names, telephone numbers and roles of the persons responsible for planning and implementing aircraft parking control?		

List of documents checked.		
Is the operator maintaining record in		

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accordance with the aerodrome manual?		
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Are suitable staffs available to control monitor and/or supervise apron safety activities?		
Are suitable staff and facilities available to design parking layouts, marking and blast protection facilities?		

Is the staff aware of safety requirements relating to clearances and blast?		
Are the organizational responsibilities and control arrangements in accordance with the manual?		
Are cleaning and sweeping actions taken in accordance with the manual?		
Are refueling activities initiated and conducted in accordance with the manual?		
Are any conditions or exemptions complied with?		

Activity and objective	Status	Comments
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Are the visual docking systems in accordance with the manual?		
Are the aircraft and tug operator guidance markings in accordance with the manual?		
Are apron surfaces in a condition consistent with specified procedures?		

Are apron safety incidents noted, reported and followed up?		
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### Airside Vehicle Control

Activity and objective	Status	Comments
Have procedures been established at the aerodrome for the control of surface vehicles operating on or near the movement area?		
If established, does the manual include details of the applicable traffic rules including speed limits?		
And the means of enforcement of the rules?		
And the method of instructing and testing drivers in relation to the applicable traffic rules?		
And the names, telephone numbers and roles of the persons who are responsible for airside vehicle control?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Are adequate and suitable staff and resources available to test drivers, issue permits and monitor driving?		
Are copies of driving rules available and in accordance with the manual?		
Are applications in accordance with the manual?		
Is driver testing in accordance with the manual?		
Is monitoring carried out in accordance		
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with the manual?		
Are sanctions imposed in accordance with the manual?		
Is the staff aware of safety requirements related to airside vehicles?		
Are any conditions or exemptions complied with?		
Are permits/ licenses carried in accordance with the manual?		
Are driving rules being observed?		
Are vehicles marked/ lit and approvals attached in accordance with the manual?		
Are correct radio procedures being used?		

Are airside vehicle incidents noted, reported and followed up?		
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### Wildlife Hazard Management

Activity and objective	Status	Comments
Does the manual contain particulars of the procedures to deal with danger to aircraft operations caused by the presence of birds or animals on or near the aerodrome?		
Does it include details of the arrangements for assessing any bird or animal hazard?		
And the arrangements for the removal of any bird or animal hazard?		
And the names and roles of the persons responsible for dealing with bird or animal hazards, and the telephone numbers for contacting them during and after working hours?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Are all bird strikes reported?		
Are adequate and suitable staff and resources available?		
Is equipment available in accordance with the manual?		

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Is monitoring carried out in accordance with the manual?		
Is harassment carried out in accordance with the manual?		
Is environmental management undertaken in accordance with the manual?		
Is the staff aware of safety requirements related to bird and animals hazards?		
Are all conditions or exemptions complied with?		
Do the field situation and ESIRs correspond with logbook entries?		
Is environmental management in accordance with the manual?		
Are bird and animal hazard related incidents noted, reported and followed up?		

### Obstacle Control

Activity and objective	Status	Comments
Does the manual contain particulars of the procedures for establishing OLS for the aerodrome in accordance with the Aerodrome Standards?		
And for taking all reasonable measures to monitor the OLS?		
And for detecting obstacles as quickly as possible?		
Including objects, buildings, and structures?		
And for monitoring the Type A chart take-off surfaces for obstacles?		
And the procedures for monitoring building developments (in relation to the height of buildings and other structures) within the horizontal limits of the obstacle limitation surfaces?		
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?		

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And the arrangements with TCAA, local planning authorities and other relevant organisations in relation to the approval of building developments that may infringe the obstacle limitation surfaces?		
Including the process for asking TCAA to assess proposed obstacles? (If applicable to the aerodrome)		
And for reporting obstacles by NOTAM including amended declared distances?		
And the names, telephone numbers and roles of the persons responsible for planning and implementing obstacle control?		

List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		

Activity and objective	Status	Comments
Is the OLS monitored in accordance with the manual?		
Are type A surfaces monitored in accordance with the manual?		
Is monitoring conducted for temporary and permanent structures?		
Are the procedures for liaising with other authorities being followed?		
Is the staff aware of safety requirements related to obstacles?		
Are an conditions or exemptions complied with?		

Are adequate and suitable staff and resources available?		
Are OLS surveys conducted by trained or qualified personnel?		
Is OLS plan prepared in accordance with Aerodrome standards?		

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Do survey records agree with published information?		
Does field condition appear to reflect survey data and published information?		
Do obstacle related NOTAMs reflect field condition?		

Are obstacle control incidents noted, reported and followed up?		
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## Removal of Disabled Aircraft

Activity and objective	Status	Comments
Does the manual contain particulars of the procedures for removing an aircraft that is disabled on or near the movement area?		
Does it include details of the roles of the aerodrome operator and the holder of the aircraft's certificate of registration?		
And the arrangements for telling the holder of the certificate of registration?		
And the arrangements for liaising with air traffic control and the DCA?		
And the arrangements for obtaining equipment and persons to remove the aircraft?		
And the names and roles of the persons		

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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?		
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List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		

Are adequate and suitable staff and resources available?		
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Are the arrangements for contacting the certificate of registration in accordance with the manual?		
Are the arrangements for liaising with ATC and DCA in accordance with the manual?		
Are the arrangements for obtaining equipment and persons to remove the aircraft in accordance with the manual?		
Is the staff aware of safety requirements during aircraft removal?		
Are any conditions or exemptions complied with?		

If observed, was the removal in accordance with the manual?		
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Are disabled aircraft removal incidents noted, reported and followed up?		
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## Handling of Hazardous Materials


Activity and objective	Status	Comments
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**Notes:** 1 Hazardous materials include explosives, flammable liquids and solids, corrosive liquids, compressed gases, and magnetised or radioactive materials. Hazardous material does not include materials classed by ICAO/IATA as dangerous goods, where freight forwarders and airlines have responsibilities for safe packaging and handling procedures

2 The arrangements to deal with an accidental spillage of hazardous materials are to be set out in the aerodrome emergency plan.

Does the manual contain particulars of the procedures for the safe handling of		
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hazardous materials on the aerodrome?		
Does it include the names, telephone numbers and roles of the persons who are to receive and handle hazardous materials?		
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?		
And the methods to be followed for the delivery, storage, dispensing and handling of these materials?		
List of documents checked.		
Is the operator maintaining records in accordance with the aerodrome manual?		
Are adequate and suitable staff and resources available?		
Are the persons who receive and handle hazardous materials the same as identified in the manual?		
Are the procedures for delivery, storage, dispensing and handling of these materials in accordance with the manual?		
Is the staff aware of safety requirements related to hazardous materials?		
Are any conditions or exemptions complied with?		
Are the arrangements for special areas for storage of hazardous materials in accordance with the manual?		
Are the materials stored correctly?		
Are hazardous material related incidents noted, reported and followed up?		

## Low-visibility Operations

Activity and objective	Status	Comments
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Does the manual contain particulars of the procedures for aerodrome operators staff involved in ground activities for low		
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visibility operations?		
Does it include the arrangements for: the alerting procedures, airside access restrictions and checks of lighting installations and signs?		
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?		
And the names and contact details for the persons responsible?		

List of documents checked.		
Is the operator maintaining record in accordance with the aerodrome manual?		


Are adequate and suitable staff and equipment available?		
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Are visibility measurement arrangements along the runways in accordance with the manual?		
Are procedures for minimizing vehicular traffic carried out in accordance with the manual?		
Are arrangements for runway inspections during 'low vis' periods in accordance with the manual?		
Is the staff aware of safety requirements related to low visibility operations?		

Are appropriate signs, gates and warning signs in place for low vis ops in accordance with the manual?		
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Are low visibility operationally related incidents noted, reported and followed up?		
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**Protection of Radar & Navigational Aid Sites**

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Activity and objective	Status	Comments
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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?		
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Does it include the arrangements for the control of activities near radar and navigational aid installations?		
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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?		
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And the arrangements for ground maintenance near these installations?		
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List of documents checked.		
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Is the operator maintaining record in accordance with the aerodrome manual?		
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Are adequate and suitable staff and resources available?		
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Are activities near radar and nav aids controlled in accordance with the manual?		
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Is ground maintenance near these facilities carried out in accordance with the manual?		
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Is the staff aware of safety requirements related to radar and nav aids?		
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Are all conditions or exemptions complied with?		
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Are appropriate signs warning of microwave radiation hazards supplied and installed in accordance with the manual?		
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Are radar and nav aid related incidents noted, reported and followed up?		
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## Aerodrome Administration


Activity and objective	Status	Comments
Has the aerodrome manual been amended whenever necessary to maintain its accuracy?		
Has the operator complied with any directions given by TCAA to amend the manual?		
Has the operator told TCAA in writing within 30 days of an amendment to the manual?		
Do the persons identified as holding copies of the manual have their copy?		
Are they up to date?		
Is the management structure in place according to the aerodrome manual?		
Is the person nominated as manual controller carrying out his/her functions?		
Does management have a process in place to ensure that the aerodrome is operated in accordance with the aerodrome manual?		
List of documents checked.		
Are there records of the nomination of persons who are responsible for the operation and maintenance of the aerodrome?		
Are their contact details correct?		
Are there facilities available for training and/or keeping personnel up to date on standards and requirements?		
Is the nominated person ensuring that the conditions attached to any exemption are being complied with?		
And that any conditions attached with the certificate are being complied with?		
Do records of staff training indicate an ongoing commitment by management?		
Are staffs aware of requirements and responsibilities?		
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Are staffs encouraged to note and report any problems related to the administration?		
And are such reports followed up?		

### Aerodrome Safety Management System

Activity and objective	Status	Comments
Does the documented system commit senior management to be involved in the SMS?		
Has senior management approved the organisation's safety policy and operating safety standards?		
Has senior management indicated how appropriate resources will be allocated to support the SMS?		
Does the SMS detail how safety policy and standards will be communicated to all staff, and have visible endorsement by senior managers?		
Does the documented system detail how appropriate resources will be allocated to support the SMS?		
Does the documented system include a process for senior management to establish a reporting chain for safety issues?		
Does the documented system commit senior management to actively encourage staff participation in the SMS?		
Has a safety policy been developed and has it been signed by the Chief Executive?		
Is the safety policy included in the documented system?		
Do the safety policies align with other operational policies?		
Does the system detail how the safety		
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policy will be communicated to all staff?		
Does the documented system detail how the safety policy will be reviewed?		
Does the documented system commit the operator to regular, routine system reviews?		
Does the documented system clearly define the lines of safety accountability including direct accountability for safety on the part of the senior manager?		

Has a Safety Officer been appointed?		
Are the appointment details recorded in the documented system?		

Activity and objective	Status	Comments
Does the Safety Officer have formal authority for a direct reporting line to the Chief Executive Officer?		
Are the responsibilities and roles of the Safety Officer defined formally?		
How does the operator ensure all staff and managers understand the Safety Officer's responsibilities?		
Has a safety committee been established?		
Are all details of the Safety Committee (eg Terms of Reference, membership, leadership, responsibilities and authority) included in the documentation?		
How does the operator ensure all staff and managers understand the Safety Committee's responsibilities?		
Does the safety committee include representation from across the organisation (including sub-contractors)?		
Is there a process to distribute Safety Committee meeting minutes to all organization members?		

Have criteria for evaluating risk been established and documented?		
Is remedial action regarding identified risks related to a level as low as reasonably practicable?		
Has a system for identifying hazards been established and documented?		


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Does the documented system provide for relevant staff to be involved in critical analysis and ranking of identified risks?		
Does the documented system include details of defenses which have been used to reduce, eliminate or avoid risks?		
Are there details as to how staff will be made aware of defences, and receive training as appropriate?		
Does the documented system include details as to how it will be determined that defences are effective and working?		

Does the documented system provide for all reports to be recorded and investigated?		
Does the documented system provide for a combination of formal and informal reporting processes?		
Does the documented system provide for staff to be made aware that they will not be penalised for submitting a report?		
<b>Activity and objective</b>	<b>Status</b>	<b>Comments</b>
Does the documented system provide for protection in the case of confidential reports?		
Does the document system include a process to ensure staff who report will be given feedback?		
Does the system provide that after investigations, recommendations will be made available to all staff?		
Does the documented system provide for the Safety Officer to monitor the status of each identified hazard?		

<p>Does the documented SMS</p> <ul style="list-style-type: none"> <li>include a process for ensuring staff understand how the SMS operates?</li> <li>include a process for ensuring staff will be aware of the role they play in the SMS?</li> <li>include a process to ensure staff are aware that the aim of the SMS is to improve safety not to attribute blame?</li> <li>include a process to ensure all</li> </ul>		
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personnel will attend induction and continuing safety related training?		
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Does the documented SMS <ul style="list-style-type: none"> <li>• include an internal audit process to determine if the organisation is meeting regulatory requirements and following its own safety standards?</li> <li>• provide incentive for staff to submit hazard reports and share safety concerns?</li> <li>• include a process to ensure feedback will be provided to those audited?</li> <li>• include a process for investigations to be carried out for hazards, accidents and incidents?</li> <li>• include contingency plans for hazardous situations, including requirements for return to service?</li> </ul>		
Is the SMS fully documented?		

<b>Activity and objective</b>		
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What is the plan for the review of the SMS?		
Does the documented system provide for <ul style="list-style-type: none"> <li>• Adequate resources to be allocated to system evaluation?</li> <li>• That staff will be consulted/utilized during the system evaluation?</li> <li>• An aim that system evaluation is necessary for continuous improvement in the overall level of safety?</li> </ul>		

## Inspections of Aerodrome Facilities

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Activity and objective	Status	Comments
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Does the manual include particulars of the procedures for carrying out inspections of facilities, services and equipment?		
Does it include details of the items that need to be inspected?		
And when the inspections are to be carried out?		
And the arrangements for ensuring that appropriate technically qualified and experienced people carry out the technical inspections?		
And the arrangements for recording the results of the inspections?		
And keep in the records for at least 3 years?		
Does the manual have a process for review of data published in AIP and NOTAM?		
And the arrangements for taking prompt follow-up action to ensure correction of defects?		
Does the manual have a process to ensure that the procedures it contains remains relevant, current and accurate?		

List of documents checked.		
Is the operator maintaining record in accordance with the aerodrome manual?		
Are records kept for at least 3 years?		
Does the operator have records of the qualifications and experience of persons conducting technical inspections?		

Are adequate and suitable staff and resources available?		
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Do the technical inspections include all items in accordance with the manual?		
Are the times of the inspections in accordance with the manual?		
Is the complete inspection completed in a 12-month period?		
Is each item inspected not more than 12 months after the previous inspection?		


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Are inspections conducted by appropriately qualified and experienced persons in accordance with the manual?		
<b>Activity and objective</b>	<b>Status</b>	<b>Comments</b>
When a serviceability inspection indicated the need for a technical inspection, was it carried out as soon as practicable?		
Is the staff aware of safety requirements related to inspections?		
Are any conditions or exemptions complied with?		

Does the operator indicate how he can ensure that the aerodrome facilities will comply with the Aerodrome Standards Manual specifications?		
Do the physical characteristics of the movement area comply with Aerodrome Standards Manual specifications?		
Do the aerodrome markings comply with Aerodrome Standards Manual specifications?		
Does the signal area comply with Aerodrome Standards Manual specifications?		
Do the wind indicators comply with Aerodrome Standards Manual specifications?		

Are inspection related defects or compliance issues noted, reported and followed up?		
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## Trigger List - Aerodrome Facilities

### 1. RUNWAY(S)

Markers and markings

Pavement condition

Profile Surface texture (e.g. grooving)

Roughness

Cleanliness

Vegetation height (if grassed)

Other (cracks, holes, oversized stones, etc.)

Stopways

Shoulders

RESA

### 2. RUNWAY STRIP(S)

RWS obstacles

Surface condition (graded and overall)

Clearway

Markers

Vegetation height

### 3. TAXIWAYS

Pavement condition

Roughness

Cleanliness

Vegetation height (if grassed)

Shoulders


Taxiway strips

Markers, markings and MAGS

Other faults

### 4. APRONS

Pavement condition

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Roughness  
Cleanliness  
Vegetation height (if grassed)  
Markings, markers and MAGS

Aircraft tie-down areas  
Aircraft parking and clearances  
Other (earthing points, vehicle access, etc.)  
Other faults

## 5. LIGHTING

Note: Lighting inspection carried out Day or Night?  
Runway(s)  
Runway intermediate holding point or guard lights  
Portable  
Apron edge  
Apron flood  
Stand-by power  
Wind indicator(s).  
PAPI/VASIS  
MAGS  
Portable lights  
Obstacle  
Other (beacon, etc.)

## 6. GENERAL

Wind indicators  
Signal area  
Are unserviceability markings and markers available?  
Boundary fence/access control  
Crash roads