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This Aeronautical Information Circular (AIC) is issued for the information, guidance and compliance of all stakeholders.

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Director General

IMPLEMENTATION OF RUNWAY SAFETY TEAMS (RSTS) AT CATEGORY A AND B AERODROMES

1.0 BACKGROUND

- 1.1 Runway safety remains one of the highest priorities in international civil aviation due to the continued occurrence of runway incursions, runway excursions and other runway-related occurrences. Effective management of runway safety requires coordinated action by all organizations involved in aerodrome operations.
- 1.2 ICAO promotes the establishment of Local Runway Safety Teams (RSTs) as an effective mechanism for improving runway safety through collaborative hazard identification, safety risk management and continuous monitoring of runway operations.
- 1.3 The purpose of this Aeronautical Information Circular (AIC) is to notify all certified aerodrome operators, air navigation service providers, aircraft operators and other aviation stakeholders of the requirement to establish and maintain Local Runway Safety Teams at certified aerodromes in the United Republic of Tanzania

2.0 GENERAL

- 2.1 The Runway Safety Team is a multidisciplinary team responsible for improving runway safety by proactively identifying hazards, assessing risks, recommending mitigation measures and monitoring the effectiveness of implemented safety actions.
- 2.2 The establishment of Runway Safety Teams supports implementation of:
 - i. ICAO PANS - Aerodromes (Doc 9981)
 - ii. ICAO Doc 9870 - Manual on the Prevention of Runway Incursions
 - iii. ICAO Runway Safety Team Handbook
 - iv. Civil Aviation (Aerodrome Design and Operations) Regulations, 2024
 - v. Civil Aviation (Safety Management) Regulations, 2018

2.3 All certified and licensed category A and B aerodromes shall establish a Local Runway Safety Team as part of its Safety Management System.

3.0 REQUIREMENTS FOR ESTABLISHMENT OF A RUNWAY SAFETY TEAM

3.1 An aerodrome operator **shall establish, implement and maintain** a Runway Safety Team (RST) as part of the Aerodrome Safety Management System.

3.2 The Runway Safety Team shall serve as the collaborative forum for identifying runway safety hazards, assessing safety risks, developing mitigation measures and continuously improving the safety of runway operations.

3.3 The Runway Safety Team shall support, but shall not replace, the Safety Management System established by the aerodrome operator.

3.4 The aerodrome operator shall ensure that the outputs and recommendations of the Runway Safety Team are integrated into the Aerodrome Safety Management System.

4.0 COMPOSITION OF THE RUNWAY SAFETY TEAM

4.1 Membership

4.1.1 The aerodrome operator shall ensure that the Runway Safety Team comprises, where applicable, representatives from: -

- a) the aerodrome operator;
- b) the air traffic service provider;
- c) aircraft operators operating at the aerodrome;
- d) ground handling service providers;
- e) rescue and fire fighting services;
- f) aerodrome engineering and maintenance;
- g) airside operations;
- h) wildlife hazard management;
- i) aviation security services;
- j) meteorological services;
- k) organisations responsible for airside vehicle operations;
- l) organisations undertaking construction or maintenance works within the movement area;
- m) military authorities, where military operations are conducted at the aerodrome; and
- n) any other organisation whose activities may affect runway safety.

4.2 Chairperson

4.2.1 The aerodrome operator shall appoint a qualified person competent in safety management to serve as Chairperson of the Runway Safety Team.

5.0 FUNCTIONS OF THE RUNWAY SAFETY TEAM

5.1 The aerodrome operator shall ensure that the Runway Safety Team;

- a) develops, implements and periodically reviews a Local Runway Safety Action Plan;
- b) identifies hazards associated with runway operations;
- c) conducts safety risk assessments in accordance with the aerodrome Safety Management System;
- d) recommends measures for hazard elimination and mitigation of residual risks;
- e) reviews runway incursions, runway excursions, runway confusion, abnormal runway contact, rejected take-offs, aircraft ground collisions, wildlife occurrences, foreign object debris occurrences and other runway-related safety events;
- f) analyses local safety data and safety trends;
- g) reviews report of runway safety occurrences and lessons learned from other aerodromes;
- h) reviews the adequacy of runway and taxiway markings, lighting, signs, visual aids and aeronautical ground lighting;
- i) reviews runway strip, runway end safety area, stopway, clearway and obstacle protection affecting runway safety;
- j) reviews aerodrome works, maintenance activities and temporary changes affecting runway operations;
- k) reviews airside vehicle operations and driver compliance;
- l) reviews wildlife hazard management measures;
- m) reviews communication procedures between pilots, air traffic services and vehicle operators;
- n) ensures that operational procedures remain consistent with applicable Tanzania Civil Aviation Regulations (TCARs);
- o) promotes a positive reporting culture and encourages voluntary reporting of runway safety hazards;
- p) develops and promotes runway safety awareness and education programmes;
- q) monitors the implementation and effectiveness of corrective and preventive actions;
- r) monitors runway safety performance indicators;
- s) advises aerodrome management on runway safety matters; and
- t) conducts an annual review of the effectiveness of the Runway Safety Team.

6.0 RESPONSIBILITIES OF THE AERODROME OPERATOR

6.1 The aerodrome operator shall: -

- a) establish documented Terms of Reference for the Runway Safety Team;
- b) provide adequate financial, technical and human resources necessary for the effective functioning of the Runway Safety Team;
- c) ensure participation of all relevant stakeholders;
- d) ensure effective coordination among organisations involved in runway operations;
- e) ensure that the Runway Safety Team meets at intervals not exceeding three months and more frequently where runway safety risks, construction activities or significant operational changes warrant;
- f) convene extraordinary meetings following a serious runway safety occurrence;
- g) ensure that decisions and recommendations of the Runway Safety Team are implemented, monitored and reviewed;

- h) integrate runway safety hazards and mitigation measures into the Aerodrome Safety Management System;
- i) establish and maintain a Runway Safety Action Plan;
- j) establish and maintain a runway safety hazard register;
- k) establish measurable runway safety performance indicators and safety performance targets;
- l) ensure the collection, analysis and dissemination of runway safety information;
- m) encourage confidential and voluntary reporting of runway safety hazards;
- n) coordinate runway safety activities with all organisations operating on the movement area;
- o) ensure that contractors conducting works within the movement area participate in runway safety coordination where appropriate;
- p) review the effectiveness of runway safety measures following any significant operational change;
- q) maintain records of meetings, attendance, action plans, safety recommendations, occurrence investigations, hazard reports, risk assessments and corrective actions; and
- r) submit quarterly reports to the Authority.

7.0 TRAINING

7.1 The aerodrome operator shall ensure that members of the Runway Safety Team receive initial and recurrent familiarization training appropriate to their responsibilities, including: -

- a) runway safety management;
- b) runway incursion prevention;
- c) runway excursion prevention;
- d) runway confusion prevention;
- e) safety risk management;
- f) hazard identification;
- g) occurrence reporting and investigation;
- h) human factors;
- i) wildlife hazard management;
- j) foreign object debris management;
- k) airside vehicle control;
- l) communication procedures;
- m) aerodrome works safety; and
- n) applicable Tanzania Civil Aviation Regulations (TCARs).

8.0 RECORDS

8.1 The aerodrome operator shall maintain records of: -

- a) membership of the Runway Safety Team;
- b) Terms of Reference;
- c) meeting schedules;
- d) meeting minutes;
- e) attendance records;
- f) Local Runway Safety Action Plans;
- g) hazard registers;
- h) safety risk assessments;
- i) occurrence reports;

- j) corrective and preventive actions;
- k) runway safety performance indicators;
- l) annual effectiveness reviews; and
- m) training records.

9.0 REPORTING

9.1 The aerodrome operator shall: -

- a) submit apart from quarterly reports, an annual Runway Safety Report to the Authority; and
- b) notify the Authority of significant runway safety hazards requiring immediate intervention.

10.0 CONTACT

For further information contact: -

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