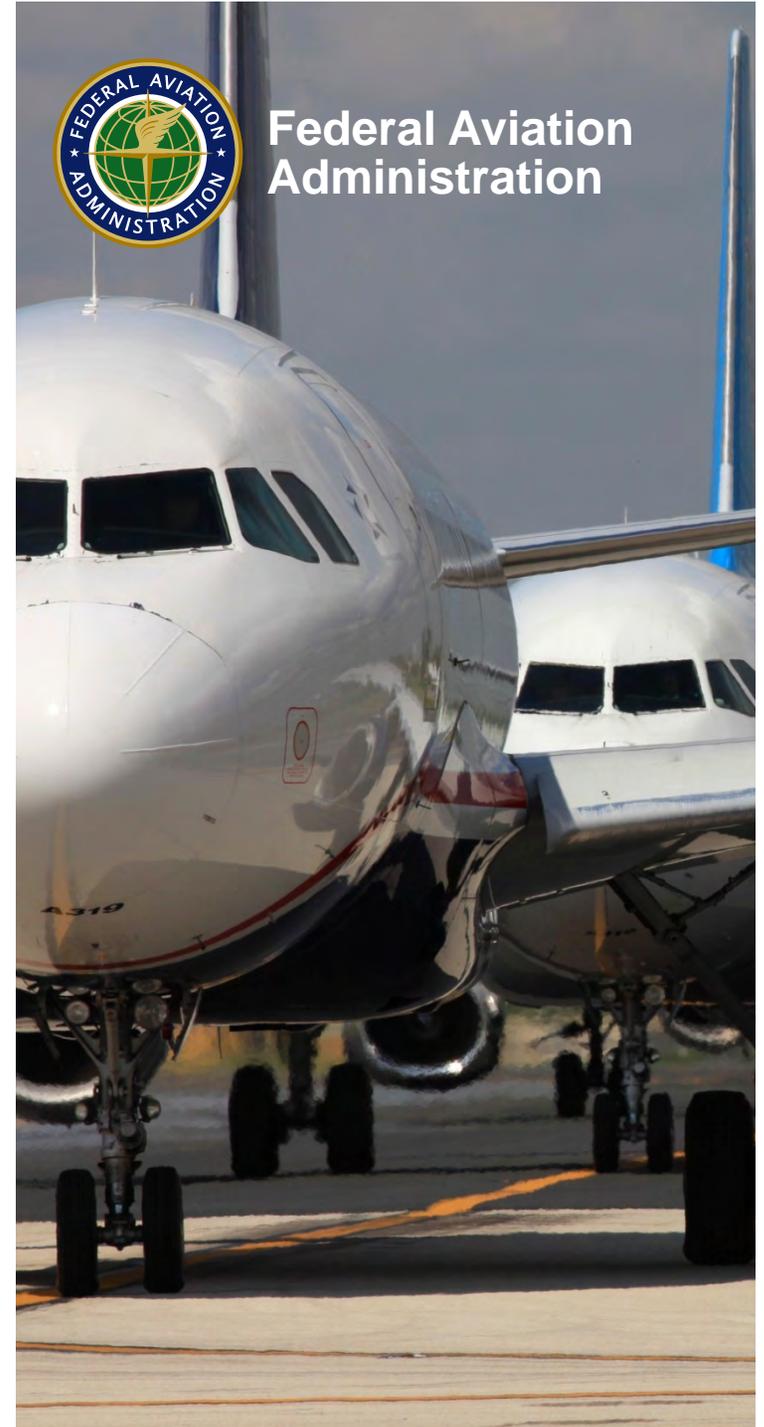


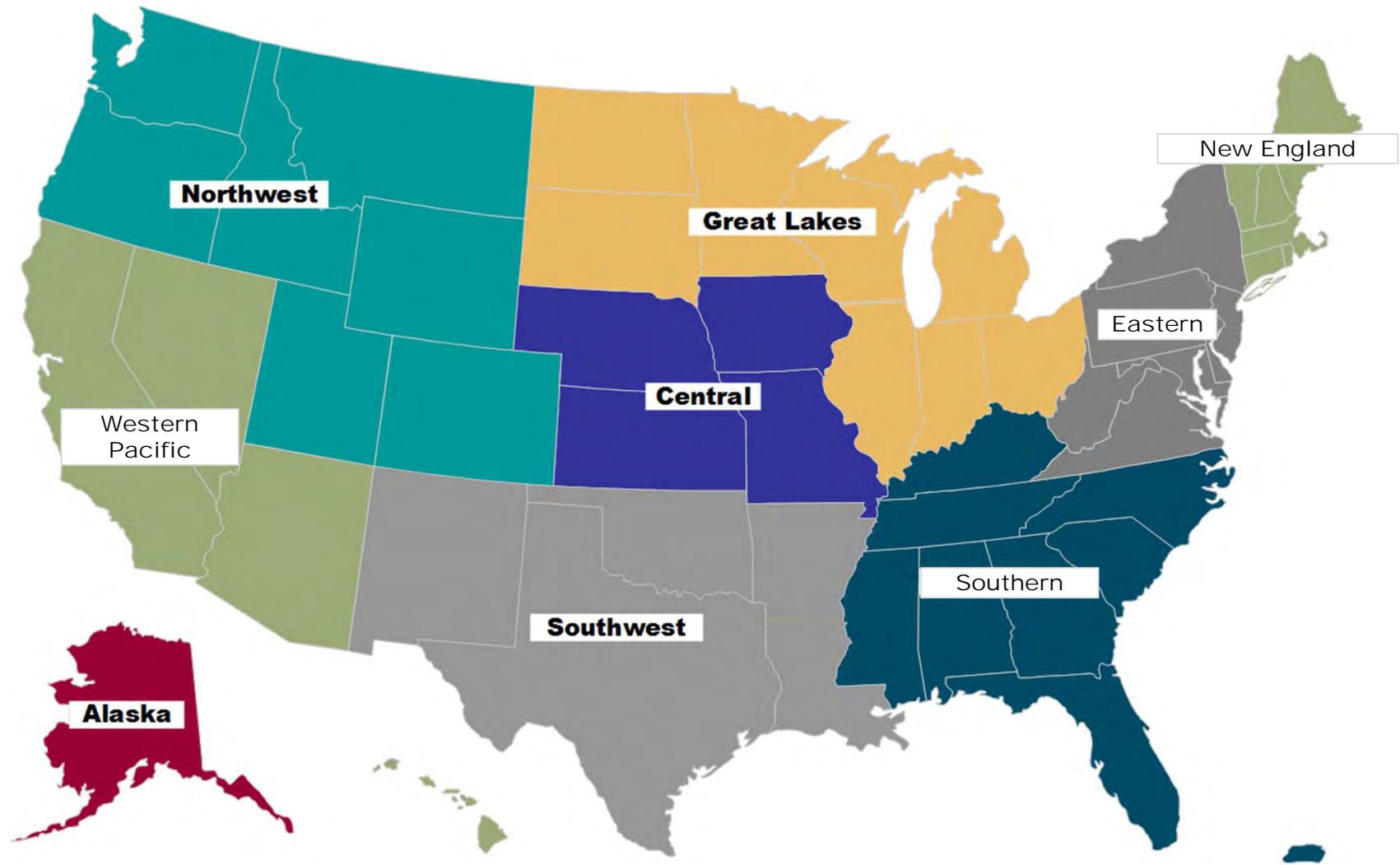
Aerodrome Inspectors Workshop

Pre-Inspection Procedures

Location: Trinidad & Tobago, 9-13 JUN 2014

Presenter: Kelly J. Slusarski, FAA ACSI





PREPARING FOR INSPECTIONS OBJECTIVES

Identify the ACSI responsibilities and actions related to:

- a. scheduling inspections**
- b. preparing for inspections**

TYPES OF INSPECTIONS



Initial



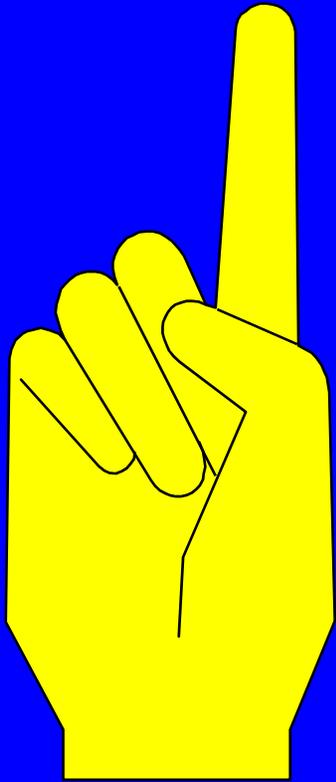
Periodic (including Administrative)



Surveillance



INITIAL INSPECTION



- **Required by ANNEX 14 / State Regulations (FAA Order 5280.5)**
- **Prior to issuance of AOC**
- **Ensure compliance with State regulations (FAA 14 CFR Part 139)**
- **Ensure accuracy of ACM**
- **Inspection report required**
- **ICAO requires AOC application (FAA requires Form 5280-1)**

Initial Airport Certification Process

- 1. The airport operator notifies FAA.**
- 2. Certification requirements are discussed.**
- 3. Materials and assistance are provided by FAA.**
- 4. A pre-certification inspection may be conducted by FAA to assess the airport facilities.**
- 5. Airport prepares the ACM and submits ACM to FAA with airport certification application.**
- 6. Airport implements certification standards and procedures.**
- 7. Airport conducts training of airport personnel.**

Initial Airport Certification Process

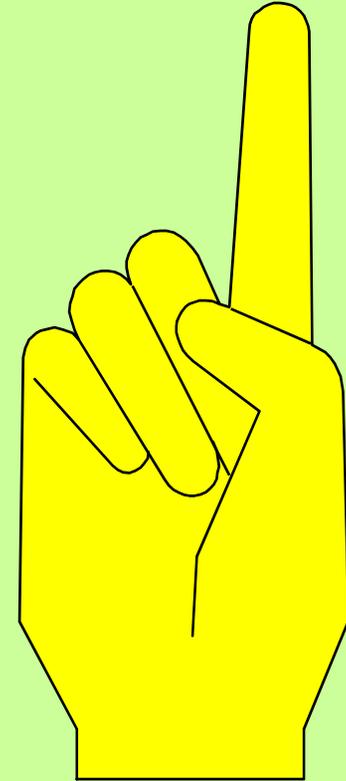
- 8. The airport installs required airport certification facilities such as marking, lighting, signs, wind cones.**
- 9. FAA conducts the initial airport certification inspection of the airport when the airport operator is ready.**
- 10. FAA issues the Airport Operating Certificate (AOC) if the airport is found to be in compliance with airport certification requirements or substantially in compliance with certification requirements.**

Initial Airport Certification Process

- **The Airport Operating Certificate can be issued with Limitations where appropriate.**
 - For example: A Limitation made be made to restrict air carrier operations to a certain size because of a short runway length.
- **The Airport Operating Certificate may also be issued with a Letter of Correction that documents minor discrepancies to Part 139 requirements that remain to be corrected.**

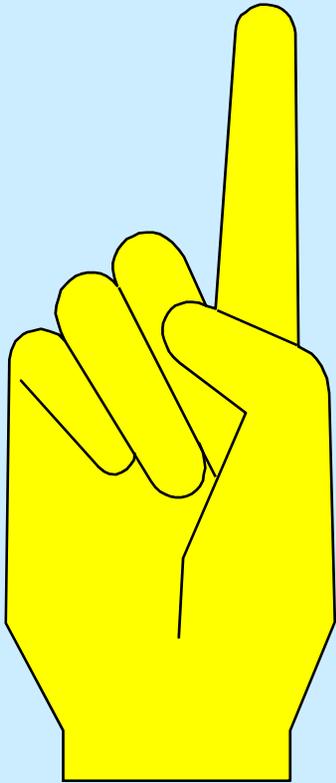
INITIAL INSPECTION PHASES

- **Preparation**
- **In briefing**
- **Administrative inspection**
- **Movement (Maneuvering)
area inspection**



INITIAL INSPECTION PHASES

(continued)



- **ARFF inspection**
- **Fueling facilities inspection**
- **Night inspection**
- **Post inspection (exit) briefing**

Initial Airport Certification Process

U.S. Department of Transportation Federal Aviation Administration



AIRPORT OPERATING CERTIFICATE

This certifies that (Airport Owner/Operator) as owner and operator of (Airport Name, City, State)

has met the requirements of the Title 49 USC, Subtitle VII - Aviation Program, and the rules, regulations, and standards prescribed thereunder for the issuance of this certificate, and is hereby authorized to operate as a certificated air-port in accordance with and subject to said statute and the rules, regulations, and standards prescribed thereunder, including but not limited to 14 CF R Part 139, and any additional terms, conditions, and limitations contained herein or in the approved Airport Certification Manual on file with the Federal Aviation Administration.

This certificate is not transferable and, unless sooner surrendered, suspended or revoked, shall continue in effect.

By Direction of the Administrator

Effective Date:

Reissue Date:

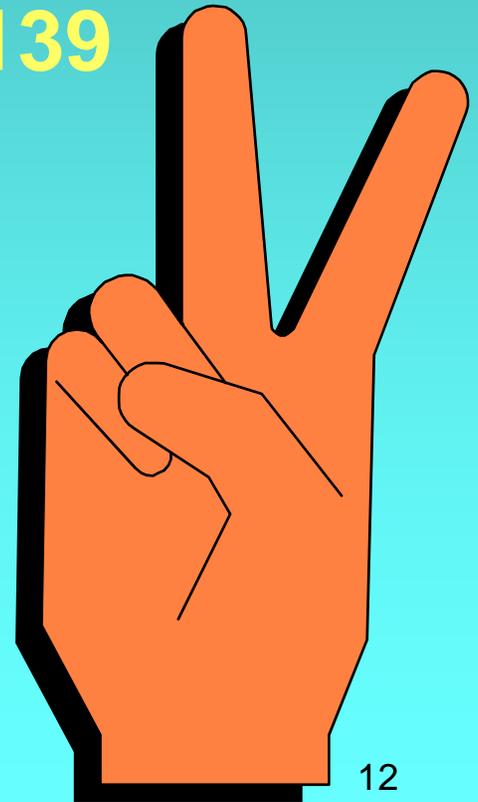
Issued at:

Manager, Airports Division

PERIODIC INSPECTION

Required by FAA Order 5280.5

- Usually annual
- Ensure compliance with Part 139
- Ensure accuracy of ACM
- Inspection report required
- Same phases as initial inspection



INSPECTIONS OF CERTIFICATED AIRPORTS



**AT
ANY
TIME**

SURVEILLANCE INSPECTION

- **Conduct when needed**
- **Perform any or all phases as needed**
- **Announced or unannounced**
- **Partial inspection report required**

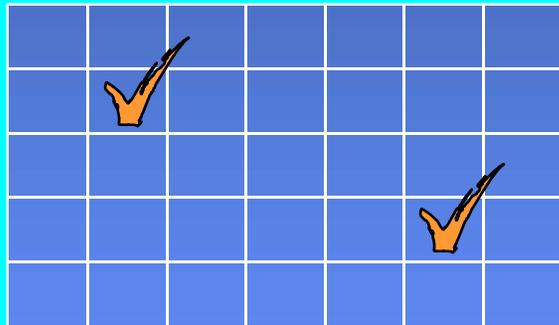


Types of Inspections: *Surveillance*

- Announced or unannounced.
- Why?
 - (1) Follow-up on a Periodic Inspection
 - (2) Construction activity
 - (3) Test continued compliance with ACM
 - (4) Test compliance with any Part 139 item
 - (5) Wildlife activity
 - (6) Validate airport index



Scheduling Announced Inspections



-  Determine appropriate date of inspection
-  Contact airport operator
-  Initial contact by telephone
-  Send confirmation letter



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
New England Region

12 New England Executive Park
Burlington, MA 01803

April 15, 2014

Mr. Kelly Fredericks, P.E., A.A.E.
President and Chief Executive Officer
Rhode Island Airport Corporation
2000 Post Road
Warwick, RI 02886-1533

**T. F. Green Airport
Annual Airport Certification Inspection**

Dear Mr. Fredericks:

This letter confirms the scheduling of the 2014 Annual Airport Certification Inspection for T.F. Green Airport to be conducted May 12 - 14, 2014.

An in-briefing will be held in your office at 8:00 a.m., Monday, May 12, 2014 to discuss our inspection procedures and to answer any questions that you may have about the Airport Certification Program or the Part 139 Regulation. At your discretion, members of your governing board or council are invited to attend the in briefing and the inspection.

Enclosed is an outline of several items to be addressed during our inspection. Please have these items ready for our review following the in briefing. In addition, please ensure that a copy of the revisions to your Airport Emergency Plan (AEP) we discussed during your last inspection have been submitted to us prior to this year's inspection.

Should you or your staff have any questions about our inspection procedures, or what is expected of your office, please call me at (781) 238-7632.

Sincerely,

Kelly Stusarski
Airport Certification Safety Inspector

cc: Alan Andrade

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Airport Certification Inspection

The following information and records should be updated as necessary and available for review during the inspection:

1. Airport Master Record (FAA Form 5010), including the number of based aircraft and number of operations for the previous 12 months. The 5010 should be reviewed prior to the FAA inspection to determine if any changes are needed. For future reference, you can visit <http://www.gcr1.com/5010web/> at any time and print out a current copy of your Airport Master Record.
2. Twenty four consecutive calendar months of personnel training records as required under Part 139.303 and 139.327.
3. Review the FAA approved sign plan for any changes, missing signs on the plan and on the field. Please have a copy of the approved sign plan on hand during the inspection.
4. Twenty four consecutive calendar months of Aircraft Rescue and Firefighting (ARFF) personnel and emergency medical service personnel training records and training curriculum as required under Part 139.303 and 139.319. ARFF training curriculum and personnel training records must include the 11 items in 139.319 (i) (2). Records are required to be maintained for 24 months.
5. An alphabetical listing of all "active" firefighters, to include only ARFF personnel who are fully trained and expected to suit up and fight an actual aircraft accident/fire on the airport. This listing must include the dates of each person's last two previous "Live Fire Drills" and the scheduled date of his upcoming live fire drill. Any new hire should be identified as a "Firefighter in Training" with an asterisk (*). Records are to be maintained for 24 months.
6. Documentation showing the dates of the last ARFF vehicle "dry chemical" discharge (within the last six months) and AFFF (foam) refractometer or conductivity test results. The airport can expect to either demonstrate a refractometer or conductivity test on the required response vehicles, or provide documentation of such test by a qualified representative.
7. Basic Emergency Medical Care training curriculum and certificates. Records are to be maintained for 24 months.
8. Inspection records for the previous twelve consecutive calendar months of airport fueling agents' facilities and procedures as required under Part 139.321.
9. Twelve consecutive calendar months of training records of fueling personnel as required under Part 139.321, including the annual certification of initial and recurrent training of airport fueling agents' supervisors and annual certification of fueling employees' on the job training.
10. Documentation of annual Airport Emergency Plan review (table-top) within the last twelve consecutive calendar months.
11. Documentation of triennial Airport Emergency Plan exercise within the past thirty six months, as required under Part 139.325 if applicable.

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12. Twelve consecutive calendar months of daily airport self-inspection records as required under Part 139.327, including records showing corrective actions taken, such as work orders.
13. Twenty four consecutive months of records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas, as identified in your ACM under Part 139.329. Please make available all records of initial and recurrent training and a description of the airport procedures which include the consequences as a result of noncompliance with airport rules and regulations.
14. Documentation of the Annual Wildlife Hazard Management Plan Review if applicable.
15. Twelve consecutive calendar months of records of airport condition information dissemination as required under Part 139.339, such as winter field condition reports (FCR) and Airport Notices to Airmen (NOTAM) log.

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SAMPLE

PREPARATION

INTERNAL FAA COORDINATION



Airports



Security



Air Traffic



Flight Standards



**Technical
Operations**

INFORMATION REVIEW

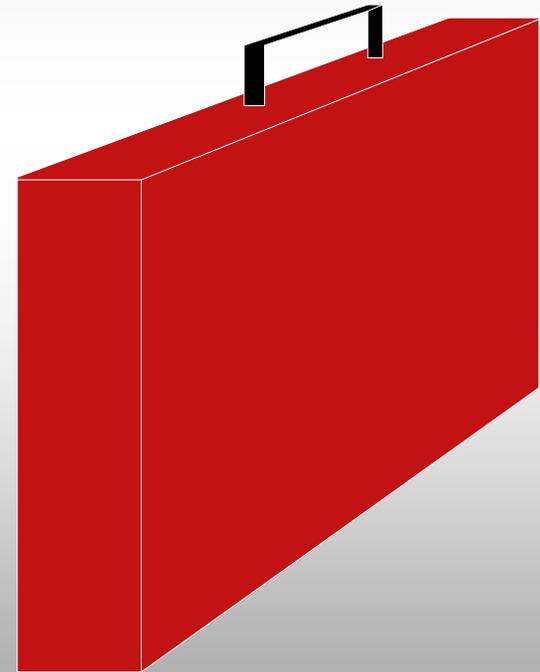
- ✓ Instrument Approach Procedure Chart
 - ✓ Certification File
 - ✓ Legal Enforcement Reports
-
- ✓ Airport Obstruction Chart
 - ✓ Airport Layout Plan
 - ✓ Modification of Standards
 - ✓ ACM
 - ✓ Exemptions

INFORMATION REVIEW

- ✓ **Airport/Facility Directory**
- ✓ **Accident/incident history**

DOCUMENTS TO TAKE

- ✓ **14 CFR Part 139**
- ✓ **Form 5280-4**
- ✓ **Other checklists**
- ✓ **Form 5280-6**
- ✓ **Appropriate AC's**



PREPARATION



EQUIPMENT TO TAKE

- ✓ Distance wheel
- ✓ Tape measure / measuring stick
- ✓ Clinometer
- ✓ Calculator
- ✓ Foul weather gear



- ✓ Camera
- ✓ Refractometer
- ✓ Compass / GPS
- ✓ VHF transmitter/
receiver

PREPARATION

Tentative Inspection Agenda (Subject to change as needed) BDL 2014

Monday

9:30 AM – 10:30 AM: In-brief

- Introductions
- Part 139 inspection description (if new employees represented)
 - Reference historical violations
- Review tentative inspection agenda with all
- FAA updates
- Q&A

10:30 AM – 11:30 AM: VPD & CSPP discussions

11:30 AM – 12:00 PM: Lunch

12:00 PM – 4:30 PM: Daytime field inspection/SRE

7:30 PM – 9:30 PM: Night lighting inspection

Tuesday

8 AM – 11:30 AM: ARFF

11:30 AM – 12:00 PM: Lunch

12:00 PM – 4:30 PM: Fueling

Wednesday

8 AM – 11:30 AM: Self-inspection records, work orders, NOTAMS, ACM, 5010 update, training records

11:30 AM – 1:30 PM: Lunch & exit brief prep

1:30 PM: Exit brief

