

CIUDAD ALTA AIRPORT

RUNWAY SAFETY TEAM – (RST)

STATUTES

Title I – Preliminary Provisions

Chapter I – Runway Safety Team (RST) Objective

Art. 1° The Runway Safety Team (RST) aims to promote actions for runway safety continuous improvement and ground maneuver of aircraft, vehicles and persons at Ciudad Alta Airport.

Chapter II – Regarding the RST Structure

Art. 2°: RST members come from the following areas, directly involved in airport operations:

- I – Airport Operator;
- II – Airport Control Tower;
- III – Airlines operating at the airport;
- IV – General aviation with operations at the airport;
- V – Pilots regularly operating at the airport.

Art. 3° Each area will indicate the names of a full right member and his backup to be part of the RST.

Single paragraph. The nominal list of all members and their alternates appears in Annex I of this Regulation.

Chapter III – Regarding the RST Duties

Art. 4° The RST duties:

- I – Appoint a committee of experts to develop an Action Plan to improve runway safety;
- II – Periodically prepare reports of all the activities carried out to increase runway safety;
- III – Ensure that aeronautical publications related to the airport are up to date;

IV – Ensure that the definition of runway incursion is clear and known by all operational personnel involved in the activities within the maneuvering area;

V – Promote the collection, analysis and dissemination of runway safety data, ensuring the necessary information for the classification of the severity of the runway incursion, when it occurs;

VI – Ensure that the protected area of the runway is known by the personnel accessing the maneuvering area and has its limits duly identified;

VII – Monitor the number, type and severity of runway incursions at the airport;

VIII – Identify contributing factors and propose mitigation measures to prevent runway incursion, runway excursion, and runway confusion at the airport;

IX – Assist the aerodrome operator in identifying failures in the airport design or visual aids with a focus on identifying existing hazards, especially those that may cause runway incursion;

X – Analyze statistical data of ground occurrences and runway incursions that occurred at the airport, in order to identify airport hotspots;

XI – Ensure that airport hotspots are identified and published in the AIP;

XII – Make periodic visits to the maneuvering area to evaluate the visual aids situation;

XIII – Monitor the implementation of the runway incursion prevention training program for drivers;

XIV – Provide opinion on the design of new infrastructures, such as a taxiway, service road, from the perspective of prevention of runway incursions;

XV – Encourage a safety culture at the airport, promoting actions that strengthen the reporting culture and the just culture when dealing with runway safety issues.

Chapter IV – Regarding the RST President

Art. 5° The RST President will be appointed by the Airport Manager, from among the RST members.

Art. 6° Regarding the RST President duties:

I - Represent the RST with the Airport Superintendent;

II - Ensure that RST meetings are held in a collaborative environment and in accordance with the Regulations;

III - Schedule the calendar of ordinary meetings;

IV - Call ordinary and extraordinary meetings;

- V - Demand compliance with the actions of the Action Plan;
- VI - Ensure that RST deliberations are disclosed to interested parties;
- VII - Ensure that the actions and deliberations of the RST are properly documented and archived;
- VIII - Serve as a point of contact with external organizations.

Chapter V – Regarding the RST Secretary

Art. 7° The RST Secretary must be from the safety management area of Ciudad Alta Airport.

Art. 8° The RST Secretary will not have the right to vote.

Art. 9° The RST Secretary responsibilities are:

- I – Prepare the agenda of the ordinary and extraordinary meetings for its distribution, together with the auxiliary material, to all the RST members;
- II - Prepare and send the meetings invitations to the members;
- III - Send an invitation to experts, nominated by the RST members, for presentations at regular meetings;
- IV – Provide a venue for the RST meetings;
- V – Draft the minutes of ordinary and extraordinary meetings;
- VI – Amend material for the dissemination of the results of the RST meetings;
- VII – Submit to the CAA a copy of the completed runway incursion registration forms for severity calculation;
- VIII – Provide, along with the area of interest, the appointment of new members to replace members who may be excluded;
- IX – Send the evaluation report of serious events analyzed by the RST to the CAA;
- X – Coordinate the preparation of activities reports carried out by the RST;
- XI – Manage the documentation of RST activities;
- XII – Enforce the RST Internal Regulations.

Chapter VI – Members Duties

Art. 10° RST Members Duties:

- I - Know the meeting agenda and analyze the enclosed material, to support in the RST decisions making;

II – Participate in all ordinary and extraordinary meetings to which he/she was invited;

III - Propose the issues to be discussed in ordinary meetings;

IV - Monitor compliance with the RST Regulation;

V - Share the necessary information for the identification of the contributing factors and causes of the runway incursion;

VI - Invite experts to make a presentation on topics that require a better understanding by the members of the team, to support in the technical discussion in the RST field;

VII - Contribute with reports, studies and information from your organization's SMS related to RST matters of interest;

VIII - Disseminate to their respective organizations the reports, decisions and recommendations of the RST.

Art. 11 Members undertake to maintain confidentiality and secrecy with respect to information, data and their sources, as well as documents of which they become aware under any pretext and form, which have been considered confidential in the scope of the activities of the RST.

Chapter VII – Member Replacement

Art. 12 In the event that an area with representation in the RST does not participate in two consecutive ordinary meetings, without justification, the RST may vote to exclude the names of the two members, titular and alternate, and request the corresponding area to indicate new names.

Title II – Regarding the Meetings

Chapter I – General Provisions

Art. 13 The RST meetings will be of two types: ordinary and extraordinary.

Chapter II – Ordinary Meetings

Art. 14 Ordinary meetings will be subject to the frequency of... (monthly, quarterly, quarterly or semi-annually).

Art. 15 Ordinary meetings will be convened by the RST President at least in advance (7, 10 or 15) calendar days from the date set for the meeting.

Art. 16 The agenda of the ordinary meeting and the other documents necessary for the deliberation will be sent to the members attached to the notice of the meeting.

Chapter III – Extraordinary Meetings

Art. 17 Extraordinary meetings may be called to supervise the implementation of actions of the Action Plan that cannot wait for a regular meeting, or to analyze the occurrence of an incident considered serious by the RST

§ 1 An extraordinary meeting will be called each time a severity A or B runway incursion occurs, to investigate the causes and contributing factors of the incident.

§ 2 - A runway incursion of severity C or D or the occurrence of a runway excursion or runway confusion, which is considered serious, can be assessed in an extraordinary meeting, if the President or at least two members of the RST deem it necessary. In this case, the members notify the President of the need for the extraordinary summons and the latter issues the summons.

§ 3 - If sufficient elements are not available to identify the causes and contributing factors of the investigated incident, another extraordinary meeting may be called within a period considered sufficient to collect the missing data.

Art. 18 Once the report of the occurrence has been received by the safety management sector at Ciudad Alta Airport, the President of the RST will convene the extraordinary meeting that will take place within a maximum period of ... (7, 10 or 15) calendar days, counted from the date of receipt of the report.

Art. 19 The agenda of the extraordinary meeting called to analyze the occurrence of a serious incident will evaluate the following points:

I - The timeliness of the communication of the event, that is, the period elapsed between the occurrence and the notification to the safety management area of Ciudad Alta Airport;

II - In the case of a runway incursion, the error incurred: Pilot deviation, Controller deviation, Driver/pedestrian deviation;

III - The factors contributing with the occurrence;

IV - The hazards that caused this consequence;

V - The measures that can or should be taken to prevent the occurrence from happening again.

Chapter IV – Voting

Art. 20 The minimum quorum for deliberation is... (half, two thirds or three quarters) of the total full members of the RST, excluding the Secretary.

Art. 21 The RST decisions will be adopted by a simple majority of the votes of the members present at the meeting.

Single paragraph. This Regulation may only be approved or modified by the favorable vote of... (half, two thirds or three quarters) of the total votes of RST.

Art. 22 Each full member of the RST shall be entitled to one vote.

§ 1 - If there is a tied vote, the President will have the tiebreaking vote.

§ 2 - The member can excuse himself from participating in the vote, registering his abstention.

Art. 23 Only full members will have the right to vote.

Single paragraph. If the alternate is present at the meeting, replacing the holder, he/she will have the right to vote.

Art. 24 Every member shall have the right to demand that a specific matter be put to a vote by the team.

Art. 25 After counting the votes, the President will announce the result of the vote, specifying the votes in favor, against, abstentions and blank.

Single paragraph. The Secretary shall record the votes of the members in the minutes.

Chapter V – Dissemination of RST deliberations

Art. 26 The decisions adopted in the RST ordinary meetings will be transmitted to the interested parties through a communication signed by the President, with the necessary details for a complete understanding of the action to be taken or the task to be carried out.

Art. 27 Extraordinary meetings, which investigate incidents, will deliberate to make the results of the investigation known to the entire airport community.

Chapter VI – Regarding the Experts Invitation

Art. 28 It may be invited, by any member, to make a presentation at the RST regular meetings, a professional specialist in matters of interest to the RST or a company specializing in products or services related to runway safety.

Single paragraph. The RST member who is interested in inviting a professional or a company to participate in an ordinary meeting must notify the President, sufficiently in advance so that the invitation can be included in the notice of the meeting.

Title III – Regarding the Documentation

Chapter I – Regarding the Minute

Art. 29 Minutes should be written with a summary of the work and a description of the decisions made for each RST meeting.

§ 1 The minutes will be numbered sequentially, one for the ordinary ones and another for the extraordinary ones.

§ 2 - The minutes will include the nominal list of attendance at ordinary and extraordinary meetings.

§ 3 - The minutes will be draft at the end of the meeting and will be read and submitted for the approval of the members present, who will sign the attendance list.

Chapter II – Regarding the Reports

Art. 30 The RST shall prepare an annual report detailing all activities relevant to airport safety carried out by the RST.

Art. 31 The RST will prepare a report at the end of the respective Action Plan, which will contain at least:

I - Number of meetings held during the period;;

II – Progress of ongoing actions and actions carried out in the Action Plan;

III - Activities carried out by the RST, which were not included in the Action Plan;

IV – Analysis of runway incursion and runway excursion occurrences during the period, as well as the preventive measures adopted to mitigate the risk;

V – Investment budget in safety at the Airport during the period.

Chapter III – Regarding the Library

Art. 32 The RST will maintain a library with material (videos, files, books, documents, brochures, etc.) so members may consult on safety, particularly with regard to runway safety.

Art. 33 Documentation relating to hazards identified in the scope of RST activities must be archived in the RST Library.

Title IV – Final Dispositions

Chapter I – Regarding the RST Financial Costs

Art. 34 All reasonable costs arising from the activities of the RST will be borne by the aerodrome operator.

§ 1 - The RST President will control all expenses associated with the RST.

§ 2- The expenses referred to in the section of this article do not include the travel, day and food expenses of the members and guests to participate in the RST meetings.

Chapter II – Regarding no foreseen cases

35 Situations not established in this Regulation will be resolved by the President, obeying the applicable regulations.

ANNEX I – Nominal List of RST Members

Funcio n	Name	Backup	Org.
President	Name correo electrónico Tel.	Name correo electrónico Tel.	Ciudad Alta Airport
Secretary	Airport SGSO correo electrónico Tel.	S Airport SGSO correo electrónico Tel.	Ciudad Alta Airport
Member	Airport Operations correo electrónico Telephone	Airport Operations correo electrónico Telephone	Ciudad Alta Airport
Member	TWR Representative correo electrónico Tel.	TWR Representative correo electrónico Tel.	Control Tower
Member	Airlines correo electrónico Tel.	Airlines correo electrónico Tel.	Airlines
Member	Pilots Representative correo electrónico Tel.	Pilots Representative correo electrónico Tel.	Pilots
Member	General Aviation correo electrónico Tel.	General Aviation correo electrónico Tel.	General Aviation