**CHECKLIST OF THE COMPONENTS OF AN AERODROME MANUAL**

|  |  |  | **YES** | **NO** |
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|  |  |  |  |  |
| **1.** | **Introduction** |  |  |  |
|  |  |  |  |  |
| a) | Purpose of the aerodrome manual |  |  |  |
|  |  |  |  |  |
| b) | Legal position regarding aerodrome certification as contained in the applicable regulation |  |  |  |
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| c) | Distribution of the aerodrome manual |  |  |  |
|  |  |  |  |  |
| d) | Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed |  |  |  |
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| e) | Checklist of pages |  |  |  |
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| f) | Preface by license holder |  |  |  |
|  |  |  |  |  |
| g) | Table of contents |  |  |  |
|  |  |  |  |  |
| h) | Glossary of terms |  |  |  |
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| **2.** | **Technical administration** |  |  |  |
|  |  |  |  |  |
| a) | Name and address of the aerodrome |  |  |  |
|  |  |  |  |  |
| b) | Name and address of the aerodrome operator |  |  |  |
|  |  |  |  |  |
| c) | The name of the accountable executive |  |  |  |
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| **3.** | **Description of the aerodrome (aerodrome characteristics)** |  |  |  |
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| a) | Details of the following: |  |  |  |
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|  |  |  |  |  |
|  | i) latitude and longitude of the aerodrome reference point in World Geodetic System — 1984 (WGS-84) format; |  |  |  |
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|  |  |  |  |  |
|  | ii) elevations of: • aerodrome |  |  |  |
|  |  |  |  |  |
|  |  • apron |  |  |  |
|  |  |  |  |  |
| b) | Plans showing the position of the aerodrome reference point, layout of the runways, taxiways and aprons; the aerodrome markings and lighting (including precision approach path indicator (PAPI), visual approach slope indicator system (VASIS) and obstruction lighting); the siting of navigation aids within the runway strips. It will not be necessary for these plans or the information called for in subparagraphs c) to f) below to accompany all copies of the aerodrome manual, but they are to be appended to the licence holder’s master copy and to the copy kept with the State regulator. Operating staff are to be provided with scaled–down copies or extracts of plans relevant to their duties. |  |  |  |
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| c) | Description, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are noted in the aeronautical publications. |  |  |  |
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|  |  |  |  |  |
| d) | Procedures for ensuring that the plans are up to date and accurate. |  |  |  |
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| e) | Data for, and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance. |  |  |  |
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|  |  |  |  |  |
| f) | Details of the surfaces, dimensions and classification or bearing strengths of runways, taxiways and aprons. |  |  |  |
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|  |  |  |  |  |
| **4.** | **List of authorized deviations, if any.** |  |  |  |
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| **5.** | **Operational procedures for:** |  |  |  |
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| **5.1** | **Promulgation of aeronautical information**The system of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements. |  |  |  |
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| **5.2** | **Control of access**Control of access to the aerodrome and its operational areas, including the location of notice boards, and the control of vehicles in the operational areas. |  |  |  |
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| **5.3** | **Emergency planning** |  |  |  |
|  |  |  |  |  |
| a) | The aerodrome operator’s arrangements in response to an emergency. These arrangements should take account of the complexity and size of the aeroplane operations. |  |  |  |
|  |  |  |
| b) | Description of actions to be taken by the aerodrome operator as part of plans for dealing with different emergencies occurring at the aerodrome or in its vicinity. |  |  |  |
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|  |  |  |  |  |
| c) | Contact list of organizations, agencies and persons of authority. |  |  |  |
|  |  |  |  |  |
| d) | Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency. |  |  |  |
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|  |  |  |  |  |
| e) | Reporting mechanism in the event of emergency. |  |  |  |
|  |  |  |  |  |
| f) | Details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests. |  |  |  |
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| g) | Details of the exercises to test emergency plans, including the frequency of those exercises. |  |  |  |
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| h) | Arrangements for personnel training and preparation for dealing with emergencies. |  |  |  |
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| **5.4** | **Rescue and firefighting (RFF) services** |  |  |  |
|  |  |  |  |  |
| a) | Policy statement on the RFF categories to be provided. |  |  |  |
|  |  |  |  |  |
| b) | Where the senior aerodrome fire officer or designated firewatch officers have specific safety accountabilities, these should be included in the relevant chapter of the aerodrome manual. |  |  |  |
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|  |  |  |  |  |
| c) | Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of any depletion. |  |  |  |
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|  |  |  |  |  |
| d) | At aerodromes where a higher category of RFF is available by prior arrangement, the aerodrome manual should clearly state the actions necessary to upgrade the facility. Where necessary, this should include actions to be taken by other departments. |  |  |  |
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| e) | The aerodrome operator’s objectives for each RFF category provided should be defined, including a brief description of: |  |  |  |
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|  |  |  |  |  |
|  | i) amounts of extinguishing agents provided; |  |  |  |
|  |  |  |  |  |
|  | ii) discharge rates; |  |  |  |
|  |  |  |  |  |
|  | iii) number of foam-producing appliances; |  |  |  |
|  |  |  |  |  |
|  | iv) manning levels; |  |  |  |
|  |  |  |  |  |
|  | v) levels of supervision. |  |  |  |
| f) | Procedures for: |  |  |  |
|  | i) monitoring the aeroplane movement areas for the purpose of alerting RFF personnel; |  |  |  |
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|  |  |  |  |  |
|  | ii) indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained; |  |  |  |
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|  | iii) indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected. |  |  |  |
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| g) | Where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, and appliances with aerial capability, details should be included in the aerodrome manual. Procedures to be followed if these facilities are temporarily unavailable should also be included. |  |  |  |
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| h) | Where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome (perhaps water rescue), policies or letters of agreement should be included in the aerodrome manual. Where necessary, contingency plans in the event of non-availability should be described. |  |  |  |
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| i) | A statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the following: |  |  |  |
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|  |  |  |  |  |
|  | i) realistic fuel fire training; |  |  |  |
|  |  |  |  |  |
|  | ii) breathing apparatus training in heat and smoke; |  |  |  |
|  |  |  |  |  |
|  | iii) first aid; |  |  |  |
|  |  |  |  |  |
|  | iv) low visibility procedures (LVP); |  |  |  |
|  |  |  |  |  |
|  | v) any legal requirements; |  |  |  |
|  |  |  |  |  |
|  | vi) health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment. |  |  |  |
|  |  |  |
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| j) | Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed. Where difficult environs exist, the aerodrome manual should indicate how these are to be accessed. |  |  |  |
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| k) | Where local authorities or the aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aeroplane RFF responses should be included. |  |  |  |
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| l) | Where the aerodrome operator expects the RFF facility to respond to aeroplane accidents landside, the policy should be clearly described, including procedures to manage the effects on continued aeroplane operations. |  |  |  |
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| m) | The availability of additional water supplies should be described. |  |  |  |
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| n) | Aerodrome operator’s arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP. |  |  |  |
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| **5.5** | **Inspections of the movement area** |  |  |  |
|  |  |  |  |  |
| a) | Routine aerodrome inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections. |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| b) | Inspecting the apron, runways and taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position. |  |  |  |
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|  |  |  |  |  |
| c) | Sweeping of runways, taxiways and aprons. |  |  |  |
|  |  |  |  |  |
| d) | Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways. |  |  |  |
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|  |  |  |  |  |
| e) | Assessment and promulgation of runway surface conditions: |  |  |  |
|  |  |  |  |  |
|  | i) details of inspection intervals and times; |  |  |  |
|  |  |  |  |  |
|  | ii) completion and effective use of an inspection checklist; |  |  |  |
|  |  |  |  |  |
|  | iii) arrangements and methods for carrying out inspections on FOD, lighting, pavement surface, grassing; |  |  |  |
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|  |  |  |  |  |
|  | iv) arrangements for reporting the results of inspections and for follow-up; |  |  |  |
|  |  |  |  |  |
|  | v) arrangements and means of communication with air traffic control during an inspection; |  |  |  |
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|  | vi) arrangements for keeping an inspection logbook and the location of the logbook. |  |  |  |
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| **5.6** | **Maintenance of the movement area**Promulgation of information on the aerodrome operational state, temporary withdrawals of facilities, runway closures, etc.: |  |  |  |
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|  |  |  |  |  |
|  | i) arrangements for maintaining the paved areas, including the runway friction assessments; |  |  |  |
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|  |  |  |  |  |
|  | ii) arrangements for maintaining the unpaved runways and taxiways; |  |  |  |
|  | iii) arrangements for maintaining the runway and taxiway strips; |  |  |  |
|  |  |  |  |  |
|  | iv) arrangements for maintaining aerodrome drainage; |  |  |  |
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|  | v) arrangements for maintaining the visual aids, including the measurement of intensity, beam spread and orientation of lights; |  |  |  |
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|  | vi) arrangements for maintaining the obstacle lighting; |  |  |  |
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|  | vii) arrangements for reporting and action taken in the event of failure or unsafe occurrence. |  |  |  |
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| **5.7** | **Snow and ice control, and other hazardous meteorological conditions** |  |  |  |
|  |  |  |  |  |
|  | Description of the procedures. |  |  |  |
|  |  |  |  |  |
| **5.8** | **Visual aids** |  |  |  |
|  |  |  |  |  |
| a) | Responsibilities with respect to the aerodrome ground lighting system. |  |  |  |
|  |  |  |  |  |
| b) | A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals. |  |  |  |
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|  |  |  |  |  |
| c) | Procedures for operational use and brilliancy settings of the lighting system. |  |  |  |
|  |  |  |  |  |
| d) | Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations. |  |  |  |
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|  |  |  |  |  |
| e) | Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs. |  |  |  |
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|  |  |  |  |  |
| f) | The location of and responsibility for obstacle lighting on and off the aerodrome. |  |  |  |
|  |  |  |  |  |
| g) | Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures. |  |  |  |
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| h) | The control of work, including trenching and agricultural activity, which may affect the safety of the aeroplane. |  |  |  |
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| **5.9** | **Apron management** |  |  |  |
|  |  |  |  |  |
| a) | Arrangements between air traffic control, the aerodrome operator and the apron management unit. |  |  |  |
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|  |  |  |  |  |
| b) | Arrangements for allocating aeroplane stands. |  |  |  |
|  |  |  |  |  |
| c) | Arrangements for initiating engine start and ensuring clearance of aeroplane pushback. |  |  |  |
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| **5.10** | **Apron safety management** |  |  |  |
|  |  |  |  |  |
| a) | Means and procedures for jet blast protection. |  |  |  |
|  |  |  |  |  |
| b) | Arrangements of safety precautions during aeroplane refuelling operations. |  |  |  |
|  |  |  |  |  |
| c) | Arrangements for apron sweeping and cleaning. |  |  |  |
|  |  |  |  |  |
| d) | Arrangements for reporting incidents and accidents on an apron. |  |  |  |
|  |  |  |  |  |
| e) | Arrangements for assessing the safety compliance of all personnel working on the apron. |  |  |  |
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|  |  |  |  |  |
| f) | Arrangements for the use of advanced visual docking systems, if provided. |  |  |  |
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| **5.11** | **Vehicles on the movement area** |  |  |  |
|  |  |  |  |  |
| a) | Details of the applicable traffic rules (including speed limits and the means of enforcing the rules). |  |  |  |
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|  |  |  |  |  |
| b) | Method and criteria for allowing drivers to operate vehicles on the movement area. |  |  |  |
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|  |  |  |  |  |
| c) | Arrangements and means of communicating with air traffic control. |  |  |  |
|  |  |  |  |  |
| d) | Details of the equipment needed in vehicles that operate on the movement area. |  |  |  |
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| **5.12** | **Wildlife hazard management** |  |  |  |
|  |  |  |  |  |
| a) | Arrangements and method for dispersal of bird and other wildlife. |  |  |  |
|  |  |  |  |  |
| b) | Measure to discourage birds and other wildlife. |  |  |  |
|  |  |  |  |  |
| c) | Arrangements for assessing wildlife hazards. |  |  |  |
|  |  |  |  |  |
| d) | Arrangements for implementing wildlife control programmes. |  |  |  |
|  |  |  |  |  |
| **5.13** | **Obstacles** |  |  |  |
|  |  |  |  |  |
| a) | Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS). |  |  |  |
|  |  |  |
|  |  |  |  |  |
| b) | Arrangements for controlling new developments in the vicinity of aerodromes. |  |  |  |
|  |  |  |
| c) | The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles. |  |  |  |
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|  |  |  |
| d) | Arrangements for removal of an obstacle. |  |  |  |
|  |  |  |  |  |
| **5.14** | **The removal of a disabled aeroplane** |  |  |  |
|  |  |  |  |  |
| a) | Details of the capability for removal of a disabled aeroplane. |  |  |  |
|  |  |  |  |  |
| b) | Arrangements for removing a disabled aeroplane, including the reporting and notifying procedures and liaison with ATC. |  |  |  |
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| **5.15**  | **Dangerous goods** |  |  |  |
|  |  |  |  |  |
|  | Arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods. |  |  |  |
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| **5.16**  | **Low visibility operations** |  |  |  |
|  |  |  |  |  |
| a) | Obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility. |  |  |  |
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|  |  |  |  |  |
| b) | Protection of runways during LVP if such operations are permitted. |  |  |  |
|  |  |  |
| c) | The arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area. |  |  |  |
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| **5.17** | **Protection of sites for radar, navigation aids and meteorological equipment** |  |  |  |
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|  |  |  |  |  |
| a) | Description of the areas to be protected and procedures for their protection. |  |  |  |
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| 6. | **Safety management system (SMS)** |  |  |  |
|  |  |  |  |  |
| a) | Safety policy. |  |  |  |
|  |  |  |  |  |
| b) | Operator’s structure and responsibility. This should include: |  |  |  |
|  |  |  |
|  | i) the name, status and responsibilities of the accountable executive; |  |  |  |
|  |  |  |  |  |
|  | ii) the name, status and responsibilities of the safety manager; |  |  |  |
|  |  |  |  |  |
|  | iii) the name, status and responsibilities of other senior operating staff; |  |  |  |
|  |  |  |  |  |
|  | iv) the name, status and responsibilities of the official in charge of day-to-day operations; |  |  |  |
|  |  |  |
|  |  |  |
|  | v) instructions as to the order and circumstances in which the above-named staff may act as the official in charge or accountable executive; |  |  |  |
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|  | vi) an organizational chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibility for safety management. |  |  |  |
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|  |  |  |  |  |
| c) | Training. |  |  |  |
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| d) | Complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting. |  |  |  |
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|  |  |  |  |  |
| e) | Hazard analysis and risk assessment. |  |  |  |
|  |  |  |  |  |
| f) | The management of change. |  |  |  |
|  |  |  |  |  |
| g) | Safety criteria and indicators. |  |  |  |
|  |  |  |  |  |
| h) | Safety audits. |  |  |  |
|  |  |  |  |  |
| i) | Documentation. |  |  |  |
|  |  |  |  |  |
| j) | Safety-related committees. |  |  |  |
|  |  |  |  |  |
| k) | Safety promotion. |  |  |  |
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| l) | Responsibility for monitoring the contractors and third parties operating on the aerodrome.**Ref.: ICAO PANS-AGA Doc. 9981 - Attachment C to Chapter 2** |  |  |  |
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