



Brunei Department of Civil Aviation

Negara Brunei Darussalam

www.mtic.gov.bn/dca

ADR 008

Aerodrome Safety Report

Version 1.0

Report to demonstrate to the auditors how aerodrome safety is managed
by airport operator



Foreword

This Civil Aviation Form ADR 008 – Aerodrome Safety Report Form is issued by the Department of Civil Aviation as a template report that may be used by Aerodrome Operators as an opportunity to demonstrate to the auditors how aerodrome safety is managed, and to provide a useful tool for self-audit. It will therefore enable both the Brunei DCA's Aerodrome Oversight team and the aerodrome certificate holder (ACH) to review the aerodrome's Safety Management System (SMS), pursuant to Brunei Aviation Requirement, BAR 14 Vol. I – Aerodrome and BAR 19.

Organisations shall use these guidelines to ensure compliance with the respective provisions of the relevant BAR's issued.

This manual may be updated from time to time based on suggestions received or to incorporate any changes in the guidance and procedures

Approved by:

A handwritten signature in blue ink, appearing to read 'Mohamad Azlan Bin Mohammad Junaidi', written over a dotted line.

MOHAMAD AZLAN BIN MOHAMMAD JUNAIDI

Acting Director of Civil Aviation
Department of Civil Aviation
Ministry of Transport and Infocommunications
Brunei Darussalam

(Date: 22 April 2024)





AERODROME SAFETY REPORT A, B & C CATEGORY AERODROME BRUNEI AERODROME CERTIFICATION AUDIT

NAME OF AERODROME	
DATE OF AUDIT	

ALL AERODROMES ARE TO COMPLETE THIS REPORT PRIOR TO EACH PERIODIC AERODROME CERTIFICATION AUDIT

PURPOSE

The purpose of this report is to give aerodrome management the opportunity to demonstrate to the auditors how aerodrome safety is managed, and to provide a useful tool for self-audit. It will therefore enable both the Brunei DCA's Aerodrome Oversight team and the aerodrome certificate holder (ACH) to review the aerodrome's Safety Management System (SMS). Accordingly, there are no hidden meanings or agenda within this questionnaire and ACHs/Aerodrome Managers are requested to accept the document at face value and thereby gain the maximum benefit.

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- PART 2: THE SYSTEM FOR ORGANISING AND MANAGING AIRSIDE SAFETY ON YOUR AERODROME**
- PART 3: A FACTUAL STATEMENT OF THE PHYSICAL CHARACTERISTICS OF THE AERODROME AND THE LEVEL OF SERVICE PROVIDED**
- PART 4: LEVELS OF PROVISION OF RESCUE, FIRE FIGHTING AND MEDICAL SERVICES**
- PART 5: EMERGENCY PLANNING**

GUIDANCE NOTES FOR COMPLETION

1. Where information has been provided from the Brunei DCA database, the aerodrome management are requested to check such information and amend as necessary, **highlighting any amendments** to enable the Brunei database to be updated accordingly.
2. When completing this report it is not necessary to duplicate large areas of other manuals; but provide full reference so information can be easily found.
3. If aerodrome management consider any particular questions do not apply to their aerodrome, they should state this in the space provided for the answer, and the Aerodrome Inspector will discuss the matter at the next audit.
4. Queries relating to the completion of this form should be directed to your Aerodrome Inspector.
5. Completed forms should be returned to the above address.
6. Reference is made to Brunei Regulations and requirements, available from the DCA web site or Aerodrome Inspector.



PART ONE - AERODROME ADDRESS AND PRINCIPAL DETAILS

1.1 AERODROME PERSONNEL DETAILS (From Brunei DCA database. Please confirm/highlight any amendments.)

a) Name and Address of Aerodrome:

--

Telephone No:

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Website:

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b) Name and Address of Certificate Holder (as shown on Certificate):

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Telephone No:

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Mobile No:

--

Email:

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c) What is the name and status of the Accountable Manager?

--

Telephone No:

--

Mobile No:

--

Email:

--

d) Name and Status of the Manager with overall responsibility for Aerodrome Safety (if different from above):

--

Telephone No:

--

Mobile No:

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Email:

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e) Name and Status of the Compliance Manager (or equivalent) with responsibility for regulatory compliance:

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Telephone No:

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Mobile No:

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Email:

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f) Name and Status of Person responsible for overseeing the day-to-day provision of RFFS:

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Telephone No:

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Mobile No:

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Email:

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g) Name and Status of Person responsible for the provision of ATS:

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Telephone No:	
Mobile No:	
Email:	

h) Name(s) of any person(s) authorised under national legislation:

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Telephone No:	
Mobile No:	
Email:	

i) Name and Status of Person designated to receive copies of Birdstrike Reports:

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Telephone No:	
Mobile No:	
Email:	

Add name for **PART ONE** confirming details are correct.

Print Name..... **Date**

(The name of an accountable manager)

***Certificate Holder/On behalf of**

***Delete whichever is not applicable**



PART TWO - THE SYSTEM FOR ORGANISING AND MANAGING AIRSIDE SAFETY ON YOUR AERODROME

The following questions are intended to assist aerodrome management and the Aerodrome Oversight team in assessing the SMS in operation at your aerodrome. The answers should encompass all organisations that work or have an influence on airfield activities.

2.1 MANAGEMENT OF SAFETY

2.1.1	How have the Accountable Manager and Senior Managers demonstrated commitment to the Safety Management System (SMS) through active and visible participation?
2.1.2	a) Give examples of how the Accountable Manager has effectively resourced the SMS and/or taken financial decisions on safety grounds.
	b) Give examples of where restrictions have been applied due to resource reductions.
2.1.3	How does the Accountable Manager demonstrate that he/she has ultimate accountability for the SMS?
2.1.4	What are the current key safety risks at the aerodrome?
2.1.5	a) Has the safety policy been reviewed since the last DCA audit?
	b) Who was involved?
	c) Were any changes made?
	d) How were they communicated throughout the organisation?
	e) Who holds responsibility for the safety policy and its implementation?



2.1.6	a)	How does the safety policy actively encourage safety reporting?
	b)	How has the level of safety reporting changed since the last DCA audit?
2.1.7	a)	How is the SMS managed on a day to day basis?
	b)	Give details of any Safety Manager(s) or equivalent who have been appointed.
2.1.8	a)	Describe the current framework for managing safety and state where it is documented.
	b)	When was this reviewed?
	c)	Have any changes been made since the last DCA audit?
2.1.9	Describe how aerodrome staff and third party staff at all levels are aware of, and understand their safety accountabilities, authorities and responsibilities in regard to SMS processes, decisions and actions.	
2.1.10	a)	How are hazards identified and what processes are in place to manage them?
	b)	Give details of any new hazards which have been identified since the last DCA audit.
2.1.11	What risk assessments have been carried out or reviewed since the last DCA audit?	



2.1.12	a)	What safety performance indicators have been established?
	b)	How are they prioritised, monitored and reviewed?

2.1.13	a)	Describe the process for conducting internal safety audits.
	b)	Give details of how and when are they carried out.
	c)	What were the main findings from any safety audits since the last DCA audit?
	d)	How were they managed?

2.1.14	a)	Have there been any major changes to operations, key personnel or processes since the last DCA audit?
	b)	How were they managed and assessed for any safety impact?

2.1.15	a)	Give examples of how the SMS has improved since the last Brunei DCA audit.
	b)	What further improvements do you intend to make?

2.1.16	What follow up actions have been taken with regard to any aerodrome-related MORs or incidents since the last Brunei DCA audit?	



2.1.17	What safety or SMS training has been provided to your staff, key stakeholders and third party contractors?
2.1.18	How are the outcomes of safety significant events communicated to staff?
2.1.19	Passengers with Reduced Mobility (PRM)
a)	Has the aerodrome assessed the changes required by any statutory law or regulations? YES/NO
b)	Has the aerodrome developed procedures directly or with third party contractors to deactivate electric wheelchairs/mobility aids? YES/NO
b)	Are they described within the Aerodrome Manual? YES/NO



2.2 REVIEW OF THE PAST YEAR

2.2.1	List any items from the previous DCA Audit Report that have not been completed, with comments on the progress for each item.
2.2.2	Identify and describe any changes on or around the aerodrome (including changes in habitat) since the last DCA Audit.
2.2.3	Identify and outline the reasons for any change in the staffing levels or changes in the organisational structure that may have an impact on operational safety, that have occurred since the last DCA Audit.



2.3 REVIEW OF THE CORPORATE PLAN

2.3.1	Do you anticipate any change in size, quantity or type of air traffic activity over the next five-year planning cycle? (Include details of the Master Plan, if appropriate.)

2.3.2	Do you anticipate any changes to the following over the next five-year planning cycle?
a)	Facilities
b)	Staff
c)	Processes

2.4 AERODROME ACTIVITY

2.4.1	a) Provide the following details of aircraft types and movements for the last 12 months:		
	<i>ACTIVITY</i>	<i>List the largest A/C Types in each activity group</i>	<i>RFF Category of the aircraft</i>
	Public Transport		<i>Category of RFF cover provided for that size of aircraft</i>
	Flying Training		
	Freight		
	Maintenance or positioning		
	Aerial Work		
	b) Other aviation activities not requiring the use of a certificated aerodrome e.g. Flying Training, Gliding, Parachuting, Microlights.		
	<i>ACTIVITY</i>	<i>List the largest A/C Type in each activity group</i>	<i>RFF Category of the aircraft</i>
			<i>Category of RFF cover provided for that size of aircraft</i>
	c) Other aviation activities within ATZ.		
	<i>ACTIVITY</i>	<i>List the largest A/C Type in each activity group</i>	<i>RFF Category of the aircraft</i>
			<i>Category of RFF cover provided for that size of aircraft</i>

2.4.2	Total Number of aircraft movements in last 12 months. <i>Note: A movement is either a take-off or a landing.</i>



2.5 TRAINING AND EDUCATION

2.5.1	Are the recommendations for Operational Safety Competences applied? If this is not the case, describe how it is intended to meet these recommendations.
2.5.2	Describe how those involved in both operational and RFFS activities maintain their competence to an appropriate standard.
Operational Staff	
RFFS Staff	
2.5.3	How do you ensure that the following are trained and made aware of the safety issues working in an aerodrome 'airside' environment?
a) New staff	
b) Staff transferred to new functions	
c) Staff whose remit is expanded to take in additional roles/functions	
2.5.4	What changes in training or education policy have occurred since the last DCA Audit?
2.5.5	How do you ensure the adequacy of the Airside Safety Training for the staff of all organisations operating airside?



2.5.6	How do you ensure that all staff are made aware of the necessary safety information, and of any changes that occur?

2.6 AERODROME MANUAL

2.6.1	What is your policy for reviewing and amending the Aerodrome Manual?

2.6.2	Is the name and status of the Accountable Manager clearly stated in the Aerodrome Manual?

2.6.3	When and by whom the Aerodrome Manual was last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?

2.6.4	How do you ensure all aerodrome operating staff have access to, and have read and understood, those parts of the Aerodrome Manual that apply to them?

2.7 AERODROME SAFEGUARDING

2.7.1	Who is responsible for aerodrome safeguarding at your aerodrome?

2.7.2	What training have they received?



2.7.3	Describe the safeguarding procedure in place at your aerodrome.

2.7.4	How many safeguarding consultations have you processed since the last DCA audit?

2.8 AERODROME DEVELOPMENT

2.8.1	Who is responsible in the management structure for co-ordinating development within the Certificate boundary (e.g. in accordance with BAR Regulations and Guidance – Procedures for Changes to Aerodrome Infrastructure), whether on behalf of the aerodrome or a third party?

2.8.2	Please list all developments or projects that:
a)	Are currently in progress, and indicate if they have an approval:
b)	Have taken place in the past 12 months
c)	Are still at the planning stage

Add name for **PART TWO** confirming details are correct.

Print Name..... Date

*Certificate Holder/On behalf of

*Delete whichever is not applicable



PART THREE – THIS SECTION IS A FACTUAL STATEMENT OF THE PHYSICAL CHARACTERISTICS OF THE AERODROME AND THE LEVEL OF SERVICE PROVIDED

3.1 RUNWAYS AND TAXIWAYS

3.1.1 RUNWAYS					
1) Please complete / amend the table below (dimensions in metres). 2) Highlight where BAR 14 minima are not met. 3) Indicate areas where special procedures are required.					
Runway Designator	Precision/ Non-Precision/ Non-Instrument	Code No. & Letter	Runway Width	Bearing Strength (PCN)	Runway Strip Width (measured laterally from centreline to edge of strip)

Please continue on separate sheet if necessary.

3.2 CALCULATION OF DECLARED DISTANCES

3.2.1	Please confirm that the details contained on the following DCA Form for each runway are correct. If not, please describe any changes that are required.	YES / NO



3.2.2 BRUNEI DCA

DECLARED DISTANCES – DCA Form

Aerodrome: Example -						
Runway:	Runway Magnetic Bearing:	Dimensions:	Surface Type:	PCN:	Runway Code:	Approach Status:

Calculation of Declared Distances		
TORA:	Begins:	Ends:
TODA:		Ends:
ASDA:		Ends:
LDA:	Begins:	Ends:

Safety Surfaces		
Runway strip width confirmed as:	Cleared and Graded semi Width confirmed as:	Runway Strip ends confirmed as:
Take Off Climb Surface confirmed as 1:25 originates 60m beyond TORA or at end of clearway (where one is provided)	Approach Surface confirmed as 1:25 originates 60m before LDA	Transitional surface confirmed as 1:5



3.3 TAXIWAYS

3.3.1 TAXIWAYS				
1) Please complete / amend the table below (dimensions in metres). 2) Highlight where BAR 14 minima are not met. 3) Indicate areas where special procedures are required. (If already completed, please only highlight any changes.)				
Taxiway Designator	Code	Width	Strip Width (measured laterally from centreline to edge of strip)	Bearing Strength (PCN)



3.4 RUNWAY END SAFETY AREAS (RESAs)

3.4.1 RESA			
1) Please complete / amend the table below (dimensions in metres). 2) Highlight where BAR14 minima are not met. 3) Indicate areas where special procedures are required. (If already completed, please only highlight any changes.)			
Runway	Length & Width of Undershoot RESA	Length & Width of Overrun RESA Landing (metres)	Length & Width of Overrun RESA Take-off (metres)



3.4.2	Where a RESA Study is required: state the date that this was last reviewed. (BAR Regulations and BAR 14 offers guidance.)

3.5 AERODROME GROUND LIGHTING (AGL)

3.5.1	Please highlight and describe any changes								
	INDICATE TYPE OF LIGHTS (e.g. HI or LI)								REMARKS
RUNWAY (designator)									
Approach									
Supplementary									
PAPI									
APAPI									
LITAS									
Runway Starter Extension Lights									
Rwy Centreline									
Rwy Edge									
Threshold									
End									
TDZ									
Runway Exit Taxiway Indicator Lights									
Caution Zone									
Stopway									
Taxiway Edge									
Taxiway Centreline									
Runway Stopbars									
Illuminated Signs									
Runway Guard Lights									
Illuminated Windsleeves									
Docking Guidance									
Floodlighting									



Obstacle	
Beacon	
Other (Helicopter?)	

3.5.2	Does your lighting comply with BAR `14 in all respects?	YES / NO
a)	If NO, please identify and justify the non-compliance.	
b)	Describe any mitigating procedures you have put in place to ameliorate the reduced standard of safety.	

3.5.3	a)	What is the aerodrome policy on aerodrome lighting inspections?
b)	Where is it documented?	

3.5.4	a)	How is stand illumination checked for compliance with BAR 14?
b)	When was the last apron/aircraft stand luminance check carried out?	

3.5.5	a)	When did the last runway lighting inspection take place?
b)	Who conducted it?	
c)	How is this information processed and used?	

3.5.6	a)	When did the last AGL Flight Check take place?
b)	Who conducted it?	



c) How is this information processed and used?

3.5.7 Describe the fault reporting and follow-up system and trend analysis.

3.5.8 a) What is the policy for checking the alternate input power supply to the AGL system?
b) Who conducted it?
c) What was recorded and where?

3.5.9 Are there any developments or changes to the AGL system planned?

3.5.10 How is the photometric performance of the AGL checked?

3.6 APRONS, STANDS AND HARDSTANDINGS

3.6.1 Do all aprons, stands and hardstandings meet the requirements of BAR 14 Chapter 3 in terms of:
a) Slopes?
b) Markings?
c) Aircraft stand spacing?



3.6.2	Identify any aprons, stands or hardstandings in use that do not comply with BAR 14, and describe any mitigating feature or procedures in place.

3.6.3	Where there are any non-compliances, are these:
a)	Listed as Certificate variations?
b)	Identified in the aerodrome AIP entry?

3.7 VARIATIONS TO LICENSING CRITERIA

It is DCA policy that when development takes place on an aerodrome that affects a variation, the variation should, where possible, be removed, improved or further mitigated. Please review the following CAA Form 1560J Variations from BAR 14 Criteria.

3.7.1	You are requested to re-justify the need for continuing with each of these variations.

3.7.2	Identify mitigating actions that have been taken to ameliorate the reduced level of safety caused by these variations. e.g. lighting, AIP entry, operational procedures, etc.

3.7.3	Provide details of any plans for removing the variation in the future.

3.7.4	Describe any variations from BAR 14 criteria that you are aware of that are not listed on Form 1560J.



3.7.5 BRUNEI DCA

Example

VARIATIONS FROM CAP 168 CRITERIA

Note: 1. This form is to be placed inside front cover of file.

Aerodrome: Stornoway

Type of Licence: Public Use

No	Details of Variation	File Ref Doc	Head of Department	
			Date	Initials
1	Runway 36 Approach Surface marginally infringed by houses/low voltage cables (1°17'1:45 surface clear)	10G/28/174/1 Doc E30 Dated 18/11/96	29/07/09	146
2	Longitudinal slope at western end of 07/25 marginally exceeds 1:33 gradient (upslope to west).	10G/28/174/1 Doc E30 Dated 18/11/96	29/07/09	146
3	The IHS is infringed by: a) Masts (lit) close to south of Plasterfield (70m AOD) b) High ground & mast close to north of Newmarket (100m AOD) c) Monument (lit) close to NW of Stornoway town centre (101m AOD)	10G/28/174/1 Doc E30 Dated 18/11/96	29/07/09	146
4	The OHS is infringed by: a) Beinn Mholach hills (292m AOD) and Roisal Mhor (174m AOD) to NW of airfield b) Beinn Mhoal (171m AOD) and Beinn nan Surrag (200m AOD) to west of airfield	10G/28/174/1 Doc E30 Dated 18/11/96	29/07/09	146



3.8 AERODROME SURVEY INFORMATION

3.8.1 Please complete the table below and include the latest survey information.			
		Date of last Full Survey	Date of next Full Survey or Check Survey
(a) Aerodrome Plan (Scale 1:2500) <i>(If not 1:2500 please give scale)</i>			
(b) Obstacle Limitation Surfaces Survey			
(c) Type A Chart Survey			
(d) Precision Approach	CAT I		
Procedure Survey	CAT II/III		
(e) Precision Approach Terrain Chart Survey			
(f) Dominant Obstacle Survey			
(g) Departure Area			

3.8.2 a) When was a copy of the survey information along with the Survey Declaration Form sent?
b) When was this accepted by DCA?

3.8.3 What procedure is in place to review and assess the survey data?

3.9 AERODROME SIGNALS, SIGNS AND MARKINGS

3.9.1 What is the aerodrome policy and process on aerodrome inspections for signals, signs and markings?

3.9.2 When was the last inspection of the aerodrome's signals, signs and markings conducted?



3.9.3	a)	Do all signals, signs and markings comply with BAR 14 Chapter 7?	YES / NO
	b)	If NO, please give details, and show a plan with dates to achieve compliance.	

3.9.4										Indicate signals, signs and markings provided, or provide a coloured diagram, or advise where such a diagram may be found.									
Runway Designator										REMARKS									
Runway Threshold																			
Aiming Point																			
Touchdown Zone																			
Runway Centreline																			
Runway Edge Markings																			
Runway Edge (Grass)																			
Taxiway Centreline																			
Taxiway Edge																			
Taxiway Intermediate Hold																			
Runway Taxi-Holding Positions																			
Signs	Mandatory																		
	Information																		
	Illuminated																		
Boundary Markers																			
Landing T/Signals Area																			
Windsleeve(s)																			
Other Signals/Signs/Markings																			



3.10 HUMAN OBSERVER RUNWAY VISUAL RANGE (HORVR)

3.10.1	What procedures/policies are in place for HORVR?	
3.10.2	Where are such procedures/policies documented?	
3.10.3	What is the aerodrome policy on calibration, marking and lighting of a vehicle used as the Runway Observation Point?	
3.10.4	What is the frequency of inspection of marker boards/lights used for HORVR?	
3.10.5	a) Are the runway light fitting/bulb types and supply voltage unchanged since the last calibration?	YES / NO
	b) If NO, please give details.	
3.10.6	What is the policy to ensure all persons employed on HORVR duties are:	
	a) Adequately trained?	
	b) Medically fit to undertake the task?	
3.10.7	How do you ensure the RVR operating instructions included in the Aerodrome Manual or other documents are still relevant and amended when necessary?	



3.11 LOW VISIBILITY PROCEDURES (LVP)

Refs: a) <i>BAR 14</i> b) <i>LVPs MATS pts 1 and 2</i> c) <i>ICAO Annex 10 Vol I</i>	
3.11.1	Please state:
a)	In what documents are the LVPs for your aerodrome laid out?
b)	Do all documents agree and cross-refer to each other?
c)	When was this last checked?
3.11.2	What is the aerodrome's policy on testing the LVPs?
3.11.3	a) When was the last LVP Table Top Exercise undertaken?
b)	When were the learning outcomes from the last exercise completed or planned to be completed?
3.11.4	Aerodrome boundary
a)	Description
b)	Construction
c)	Height
3.11.5	Entrance gates
a)	Is there a procedure in place describing how the entrance gates are made secure in low visibility operations?



3.11.6	Emergency Access gates
a)	How many Emergency Access gates are there?
b)	Are they checked and recorded, and by whom?
c)	How are they secured?
d)	Who holds the keys?
e)	What is the surface type and condition of the access routes?
f)	Are there any comments you feel the CAA should be aware of regarding access to your aerodrome e.g. Emergency Access gates?
3.11.7	If your obstacle-free zone is safeguarded for all ILS operations, how is this achieved?
3.11.8	ILS Sensitive Area Safeguarding
a)	Do you safeguard the ILS to the standards recommended in ICAO Annex 10? YES / NO
b)	If NO please give details:
c)	Are the holding points and taxiway distances from the runway centreline compliant with Code letter and runway status e.g. Instrument/Non-Instrument? YES / NO
d)	If NO please give details:
e)	Are there any infringements, either permanent or temporary? YES / NO
f)	If YES please give details:



3.11.9	Vehicle movements (manoeuvring area)
a)	Are vehicles allowed on the manoeuvring area during LVPs? YES / NO
b)	If YES please give details:
c)	Are they R/T equipped? YES / NO
d)	If NO please give details of how they are controlled:

3.11.10	Vehicle movements (apron)
a)	How are vehicles controlled on the apron(s) during LVPs?
b)	Are they R/T equipped? YES / NO
c)	If NO please give details of how they are controlled:

3.11.11	Is the Airside Driver Permit and Training Scheme aligned to the requirements of ICAO?

3.11.12	Give details of your Airside Driver Training policy with regard to the following:
a)	Initial training
b)	Revalidation
c)	Visitor's vehicles
d)	Areas to which visitors' vehicles may have access
e)	Any passes or permits issued/ required



3.12 RUNWAY INCURSION PREVENTION MEASURES

3.12.1	a) Describe how you reviewed the European Action Plan for the Prevention of Runway Incursions (EAPPRI Edition 2)?
	b) Have you implemented any of the recommendations within EAPPRI Edition 2?
3.12.2	Indicate below how each runway is safeguarded in terms of:
	a) Entry and exit points
	b) Runway taxi-holding points
	c) Stop bars
	d) Signs illuminated
	e) Runway guard lights
	f) Control lights
3.12.3	a) Are there any identified runway incursion hotspots?
	b) If so, how was this reviewed and promulgated?
	c) Describe any further plans.



3.12.4	a)	Are there any vehicular traffic routes that intersect runways or taxiways?
	b)	How is this controlled?

3.12.5	a)	What is the policy for reviewing runway incursion prevention measures?
	b)	Describe any process you have in place for such a review e.g. a local runway safety team.

3.13 RUNWAY SURFACE FRICTION ASSESSMENT *Ref: BAR 14 Chapter 3, BAR Guidance procedures*

3.13.1	Do you have policies and procedures for the following areas of periodic friction assessment?	
a)	Training in use of equipment	YES / NO
b)	Record keeping	YES / NO
c)	Maintenance of equipment	YES / NO
d)	Where are the above policies and procedures documented?	

3.13.2	Please state:	
a)	Type of Continuous Friction Measuring Equipment (CFME) used for runway surface friction assessments.	
b)	Latest assessment friction readings for centre and both outer portions and overall figure.	
c)	Date of most recent runway surface friction assessment.	
d)	How the results of friction testing and the implication of the results are communicated to senior management.	



3.13.3	a)	Following the most recent runway surface friction assessment, are you aware of any portion of the 100 metre rolling average having a friction level lower than Maintenance Planning Level?	YES / NO
	b)	If YES, what were the readings and what maintenance has been planned to improve friction values?	
	c)	Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Minimum Friction Level?	YES / NO
	d)	If YES, what were the readings and what maintenance has been planned to improve friction values?	
	e)	If the answer to c) above is Yes, has the runway concerned been notified by NOTAM as 'may be slippery when wet'?	YES / NO

Note: Please ensure that a complete copy of the most recent runway surface friction assessment is available to the DCA during the audit.

3.14 FUEL

3.14.1	Does the aerodrome dispense aviation fuel?		
3.14.2	Who is the responsible person for the oversight of fuelling operations, including third parties?		
3.14.3	Who is the designated Aviation Fuel Installation Manager(s) as designated in the ANO, article 217 (8) (a)?		
3.14.4	a)	How many separate aircraft fuelling facilities are there on your aerodrome?	
	b)	Who are they operated by?	
	c)	What types of fuel are dispensed?	
3.14.5	How do you ensure that the fuel installations on your aerodrome are managed and operated in accordance with the requirements of BAR 14 and Basic Regulations?		
3.14.6	What oversight is given to third party fuel providers?		



3.14.7	What oversight is given to third parties dispensing fuel into aircraft?
3.14.8	Where are the policies and procedures to support fuelling activities?
3.14.9	What initial training is provided to those involved with fuelling operations?
3.14.10	How is the competence of those involved with fuel maintained?
3.14.11	What measures are employed to ensure the fuel quality in terms of maintenance of the storage facilities, bowsers and hydrant vehicles?
3.14.12	What mechanisms are in place to check and prevent/contain any fuel contamination issues?
3.14.13	How are training and equipment maintenance records managed?
3.15 WILDLIFE MANAGEMENT	
3.15.1	Who is responsible for wildlife hazard control at the aerodrome?
3.15.2	Is there an established Wildlife Control Management Plan (WCMP) and when was it last reviewed?
3.15.3	When was the last review of the aerodrome's wildlife statistical data?
3.15.4	What do you do following a significant birdstrike or trend in wildlife observations?



3.15.5	Is there a dedicated Wildlife Control Unit (WCU) and what hours do they operate?
3.15.6	a) What other duties do staff involved in wildlife control perform?
	b) How is this managed?
	c) Is there a policy set out in the WCMP or Aerodrome Manual?
3.15.7	a) How does every movement benefit from the aerodrome's wildlife hazard control?
	b) How are the wildlife control activities prioritised?
3.15.8	How is initial training and ongoing competence of staff involved in wildlife hazard control achieved?
3.15.9	What elements does this initial training include? (e.g. wildlife identification)
3.15.10	Who provides this training?
3.15.11	What methods of wildlife hazard control are currently employed both on and off aerodrome?
3.15.12	Describe the methods employed to manage the on-aerodrome wildlife habitat?
3.15.13	a) How do you assess the wildlife hazard?
	b) What are the main wildlife species and habitat issues on and around the aerodrome?



c)	What species are of concern to you?
d)	What methods are employed to specifically address these concerns?
e)	How is the wildlife risk assessed?
3.15.14	Describe the processes used to collect and analyse birdstrike data and observations and how this is used to assess the aerodrome's birdstrike risk.
3.15.15	What mechanism is in place for the aerodrome's Accountable Manager to be made aware of the birdstrike risks and changes to it?
3.15.16	Does the aerodrome conduct 13km assessments, and if so, how often is this reviewed?
3.15.17	What is the rationale for the frequency and timing of off-aerodrome site visits?
3.15.18	Has the 13km assessment led to any actions being taken? (e.g. amending the wildlife risk assessment)
3.15.19	When a birdstrike occurs, describe the process of identification and reporting.
3.15.20	Do you employ lethal measures in the management of species and what Certificates do you utilise?
3.15.21	Describe how wildlife management is integrated into the aerodrome's safeguarding processes with Local Planning Authorities.



3.15. 22	Describe how the aerodrome wildlife hazard and risk assessment is integrated into the aerodrome SMS.

3.16 AERODROME INFORMATION (AIP Entry)

AIP amendments **other** than those for permanent changes to declared distances or permanent changes to the RFF category are the responsibility of the aerodrome management, who may arrange permitted amendments directly with NATS Aeronautical Information Service (AIS).

3.16.1	a)	Are all details (with regard to the Aerodrome Physical Characteristics and RFF Category) as promulgated in the current AIP correct?	YES / NO
	b)	If not, is an amendment process in hand?	YES / NO
	c)	Has a NOTAM been issued?	YES / NO

3.16.2	OBSTACLE CHECK – Is the Aerodrome Certificate Holder satisfied that all significant obstacles are promulgated in the AIP?		
	a)	Obstacles on Aerodrome?	YES / NO
	b)	Obstacles in Local Area?	YES / NO
If NO, provide details and explain why these have not been published.			

3.16.3	When was your aerodrome entry in the AIP last reviewed for accuracy and by whom?

Add name for **PART THREE** confirming details are correct.

Print Name..... Date

*Certificate Holder/On behalf of

*Delete whichever is not applicable



PART FOUR – LEVEL OF PROVISION OF RESCUE AND FIRE FIGHTING SERVICE (RFFS) AND MEDICAL SERVICES

4.1 RFF OPERATIONAL DETAILS

4.1.1	Who is responsible for ensuring that rescue and fire fighting and medical facilities meet the requirements set out in BAR 14, Chapter 8, at all times, for aircraft movements required to use licensed facilities, including any specific conditions attached to the aerodrome Certificate?																									
4.1.2	<div style="display: flex; justify-content: space-between;"> a) Has this person's competence been determined YES / NO </div> <div style="display: flex; justify-content: space-between;"> b) If NO, how was competence assessed? </div>																									
4.1.3	<div style="display: flex; justify-content: space-between;"> a) Where is your policy defined for ensuring that the RFFS is organised, equipped, staffed, trained and operated to ensure the most rapid deployment of resources for maximum effect in the event of an aircraft accident/incident? </div> <div style="display: flex; justify-content: space-between;"> b) If you do not have a policy, please give details of how this is achieved: </div>																									
4.1.4	What is the minimum staffing level including minimum level of supervision for all RFF Categories of aircraft operated at your aerodrome and agreed with the DCA's Aerodrome Oversight team?																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">AIRCRAFT TYPE</th> <th style="width: 20%;">LICENSED OR UNLICENSED</th> <th style="width: 20%;">RFF CATEGORY</th> <th style="width: 20%;">MINIMUM STAFFING LEVEL</th> <th style="width: 15%;">MINIMUM SUPERVISORY LEVEL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		AIRCRAFT TYPE	LICENSED OR UNLICENSED	RFF CATEGORY	MINIMUM STAFFING LEVEL	MINIMUM SUPERVISORY LEVEL																				
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4.1.5	Is there an agreed Task and Resource Analysis (TRA) for each RFFS category promulgated?																									
4.1.6	<div style="display: flex; justify-content: space-between;"> a) Where are the policies and procedures laid down that ensure an instantaneous RFF response to an aircraft accident/incident, throughout the range of functions and geographical locations from which they may be expected to respond? </div> <div style="display: flex; justify-content: space-between;"> b) If you do not have policies and procedures, please give details of how this is achieved: </div>																									



4.1.7	a)	How is the effectiveness of the response objective assessed?
	b)	Who is responsible for continued assessment, and implementation of these procedures?

4.1.8	a)	Are all parts of the movement area observed in order that an instantaneous RFF response can be initiated?	YES / NO
	b)	If YES, by whom? ATC, Watchroom, Other?	

4.1.9	State any specialist equipment:		
EQUIPMENT	NUMBER	STAFFING/SUPERVISORY LEVEL	
Rescue Craft/ Equipment			
Passenger Evacuation Management System (PEMS)			
Hose Layers			
Rescue Tender			
Domestic Fire Appliance			
Ambulance			
Aerial Appliances			
Trailer Unit			

4.2 RFF TRAINING

4.2.1	What is your system for ensuring competency of RFFS personnel in all roles?	
a)	Firefighter	
b)	Supervisor	
c)	Manager	



4.2.2	a) Who is your designated Training Officer?
	b) What qualifications does he or she hold?

4.2.3	What Mandatory Training do you conduct, and what is the frequency of each type of training?	
	Type of Training	Frequency of Training

4.2.4	How are records maintained and monitored in the following areas?	
a)	Training of RFF personnel	
b)	Inspection and testing of vehicles and equipment	

4.2.5	Records	
a)	Do all personnel hold a relevant current Certificate of Competence?	YES / NO
b)	Are all personnel trained and competent in First Aid?	YES / NO
c)	Do all vehicle drivers hold valid and relevant Certificates?	YES / NO
d)	Is there a policy defining the medical standards for recruitment and retention within the RFFS?	YES / NO
If you have answered NO to any of the above please provide details:		



4.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.3.1	When was an assessment made to determine the standard and suitability of PPE and Respiratory Protection Equipment (RPE)?	
a)	Date	
b)	Who made this assessment?	
c)	What was the outcome of this assessment?	

4.4 RADIO COMMUNICATIONS

4.4.1	Are the following radio communication functions available?	
a)	Portable RFF Comms	YES / NO
b)	ATC to RFF vehicles, RFF vehicles to ATC	YES / NO
c)	RFF vehicle to vehicle	YES / NO
d)	RFF OiC to Local Area Fire Brigade (LAFB) OiC	YES / NO
e)	RFF to A/C Commander (121.6)	YES / NO
f)	Monitor Ops to drivers	YES / NO
g)	Comms for use with BA	YES / NO
If the answer to any of the above is NO please explain how communications are made:		

4.4.2	Are all personnel trained in association with a Radiotelephony Manual?	YES / NO
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4.5 WATER NEEDS

4.5.1	When was an assessment made of the water needs for RFFS purposes?	
a)	Date	
b)	Who made this assessment?	
c)	What was the outcome of this assessment?	



4.6 APPLIANCES/VEHICLE

4.6.1	Do all operational appliances/vehicles meet the criteria within BAR 14?		
Quantities	YES / NO	Discharge Rates	YES / NO

4.6.2	RFF vehicle details - Please complete or amend the following:						
	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4	VEHICLE 5	VEHICLE 6	VEHICLE 7
Vehicle Type							
Vehicle Registration							
Water Capacity (litres)							
Type of Foam and Capacity (litres)							
Training Foam							
Monitor throw using foam (metres)							
Discharge Rate Monitor (litres/min)	HI	HI	HI	HI	HI	HI	HI
	LO	LO	LO	LO	LO	LO	LO
Discharge Rate Sideline (litres/min)							
Gaseous agent carried (kg)							
CO ₂ carried (kg)							
Type of Dry Powder and Quantity (kg)							
Automotive Test 0-80 (km/hr)							
Top Speed							

4.6.3	Availability of Extinguishing Media - Please complete the following:			
	Foam Concentrate	Dry Powder	Gaseous Agent	CO ₂
Amounts in stock: state Litres or Kilos				



4.7 DIFFICULT ENVIRONS: THE 1000 M AREA AND ACCESS ROADS

4.7.1	When was an assessment of access to areas up to 1,000 metres beyond each runway threshold last made?	
a)	Date	
b)	Who made this assessment?	
c)	How was this assessment carried out?	
d)	What was the outcome of this assessment?	

4.7.2	What geographical areas have been identified requiring special procedures or equipment in order to facilitate an effective RFF response?

4.7.3	Describe the special procedures and equipment required for an effective RFF response:

4.8 MEDICAL SERVICES

4.8.1	When was an assessment made of the medical facilities and equipment required appropriate to the size of aircraft and type of activity using the aerodrome?	
a)	Date	
b)	Who made this assessment?	
c)	How was this assessment carried out?	
d)	What was the outcome of this assessment?	

Add name for **PART FOUR** confirming details are correct.

Print Name..... Date

*Certificate Holder/On behalf of

*Delete whichever is not applicable



PART FIVE - EMERGENCY PLANNING

5.1	Who is the nominated person with responsibility for Aerodrome Emergency Planning?	
5.2	Does the Aerodrome have an established Emergency Planning Committee(s)?	YES /NO
5.3	Does the Aerodrome have a relationship with the Local Resilience Forum?	YES/NO
5.4	Does the Aerodrome have a strategy for exercising and testing the Emergency Plan?	YES/NO
5.5	On what dates were the last exercises conducted?	
a)	Full	
b)	Partial	
c)	Modular	
5.6	Does the Aerodrome have a designated Rendezvous Point (RVP)?	
a)	How many RVPs?	
b)	How are they designated?	
5.7	Does the Emergency Plan include the management of survivors, friends and relatives?	YES/NO
5.8	Does the Emergency Plan include the management of the deceased?	YES/NO
5.9	When were the Aerodrome Emergency Plans/Orders last reviewed?	
a)	Full review	
b)	Latest amendment	
5.10	Does the Aerodrome have detailed plans for the removal of disabled aircraft?	YES/NO

Add name for **PART FIVE** confirming details are correct.

Print Name..... **Date**

***Certificate Holder/On behalf of**

***Delete whichever is not applicable**