



Brunei Department of Civil Aviation
Negara Brunei Darussalam
www.mtic.gov.bn/dca

ADR 013

Aerodrome Manual Checklist
Version 1.0

Tool for inspectors in evaluating the initial submission of an
Aerodrome Manual and a Safety Management System Manual



Foreword

This Civil Aviation Form ADR 013 is issued by the Department of Civil Aviation to provide the guidance and tool for Aerodrome Inspectors in evaluating the initial submission of an Aerodrome Manual and a Safety Management System Manual by the Aerodrome Operators and to assist the Aerodrome Operators in compiling an Aerodrome Manual in accordance with international standards, pursuant to Brunei Aviation Requirement, BAR 14 Vol. I – Aerodrome Operations 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)





Form	Brunei DCA Aerodrome Standards	
ADR 013	AERODROME MANUAL CHECKLIST	
	Aerodrome name:	Date:
	Aerodrome Operator name:	

This Aerodrome Manual Checklist Form is a tool for inspectors in evaluating the initial submission of an Aerodrome Manual and a Safety Management System Manual by the aerodrome operators and to assist the aerodrome in compiling an Aerodrome Manual in accordance with international standards. This checklist is in accordance with the ICAO format for aerodrome manual detailed in ICAO Document 9774-Manual on Aerodrome Certification as referenced in the [ANNEX 14](BAR 14) and ICAO Doc. 9981 (PANS-Aerodromes).

The checklist is organized as follows:

Part A	General Information
Part B	Details Of The Aerodrome Administration, Safety Management System, Management Qualification And Training Requirements
Part C	Particulars Of The Aerodrome Site
Part D	Particulars Of The Aerodrome Required To Be Reported To The Aeronautical Information Service (AIS)
Part E	Particulars Of The Operating Procedures Of The Aerodrome, Its Equipment And Safety Measures

. Please complete the checklist and submit it with the latest version of your Aerodrome Manual.

Part A – General Information

	Administration and control of the aerodrome manual including the following:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
1.	Table of contents		
2.	A list of corrigenda/amendments, including the updates and/or corrections made to the aerodrome manual		
3.	Distribution List of the aerodrome manual		
4.	Purpose and scope of the aerodrome manual		
5.	Legal requirements for an aerodrome certificate and the aerodrome manual as prescribed in the national regulations		
6.	Conditions for use of the aerodrome by its users		



7.	The obligations of the aerodrome operator - Statement signed by the accountable executive/manager that the aerodrome manual complies with all applicable requirements and with the terms of the certificate		
8.	The obligations of the aerodrome operator - Statement signed by the accountable executive/manager that the aerodrome manual contains operational instructions that are to be complied with by the relevant personnel		
9.	The obligations of the aerodrome operator - Statement signed by the accountable executive/manager that the accuracy of the aerodrome manual are to be maintained using a defined process.		
10.	The obligations of the aerodrome operator, rights of the Competent Authority and guidance to staff on how to facilitate audits/inspections by the Competent Authority personnel		
11.	The available aeronautical information services and procedures for timely and accurate effecting promulgation of AIP Amendment, AIP Supplement or NOTAM		
12.	The system for recording aircraft movements		
13.	A description of the SMS (See Section 1.4.4 of BAR 14 Volume I)		
14.	A description of the intended operations, including The critical aeroplanes the aerodrome is intended to serve		
15.	The category of runway(s) provided (non-instrument, instrument including non-precision and precision)		
16.	The nature of aviation activities (commercial, passenger, air transport, cargo, aerial work, general aviation)		
17.	The type of traffic permitted to use the aerodrome (international/national, IFR/VFR, scheduled/nonscheduled)		
18.	The minimum RVR that aerodrome operations can be permitted		
19.	Glossary of terms: explanations, abbreviations and definitions of terms needed for the use of the manual <i>Note.— This section will contain a short explanation of the general terms used in the aerodrome manual including job titles and abbreviations</i>		
20.	If you have selected 'No' for any of the above, the reason should be given:		
	System of Amendment and Revision	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
21.	Details of the person(s) responsible for the issuance and insertion of amendments and revisions		
22.	A record of amendments and revisions with insertion dates and effective dates		
23.	Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed		



24.	Maintaining and ensuring the accuracy of the aerodrome manual (including the accuracy of aerodrome data) using a defined process.		
25.	A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety		
26.	A description of the system for the annotation of pages or paragraphs and their effective dates		
27.	A checklist of effective pages or paragraphs		
28.	Annotation of changes (in the text and, as far as practicable, on charts and diagrams)		
29.	Temporary revisions		
30.	Description of the distribution system and a distribution list for the aerodrome manual, its amendments and revisions		
31.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		

Part B – Details of the Aerodrome Administration, Safety Management System, Management qualification and training requirements

	A description of the Aerodrome Administration	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
32.	Particulars of the aerodrome administration including an aerodrome organisation chart showing the names and positions of key personnel, including their safety responsibilities, a description of the organisational structure, including the general organogram and other departments' organograms. The organogram should depict the relationship between the departments. Subordination and reporting lines of all levels of organisational structure (Departments, Sections etc) related to safety should be shown.		
33.	The name of the accountable executive / manager; the name, position and telephone number of the person who has overall responsibility for aerodrome safety;		
34.	Names, authorities, responsibilities and duties of management and nominated persons; responsibilities and duties of other operational, maintenance personnel, as well as the aerodrome safety committees and the Local Runway Safety Team and their functioning, should also be included.		
35.	The name, status and responsibility of persons authorised by the Brunei DCA to detain aircraft at the aerodrome for safety and other, related reasons.		
36.	Particulars of staff training and competency, including the specifications of staff qualifications and experience, training and programme for upgrading of skills provided to staff on safety-related duties, and where necessary, the certification system for testing their competency		



37.	Particulars of procedure and the method of enabling all aerodrome operating staff to have access to the relevant parts of the manual is defined		
38.	Responsibilities attributed to other aerodrome stakeholders		
39.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	A description of the Safety Management System including:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
40.	Scope of the safety management system		
41.	Signed Safety policy and objectives by Accountable Executive/Manager		
42.	Operator's Structure and Responsibilities including Safety responsibilities of key safety personnel: <ul style="list-style-type: none"> • The name, status and responsibilities of the accountable manager/executive; • The name, status and responsibilities of the safety manager; • The name, status and responsibilities of other senior operating officer; • The name, status and responsibilities of the officer-in-charge of day-to-day operations; • An organisation chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibilities for safety management 		
43.	Documentation control procedures		
44.	Safety risk management process including hazard identification and risk assessment schemes		
45.	Monitoring of implementation and effectiveness of safety actions and risk mitigation measures		
46.	Safety audit / performance monitoring		
47.	Safety reporting (including hazard reporting) and investigation		
48.	Emergency response planning (The emergency response plan should be integrated into the SMS and reflect the size, nature and complexity of the activities performed by the organisation. An Emergency Response Plan (ERP) should be established that provides the actions to be taken by the organisation or individuals in an emergency)		
49.	Management of change (including organisational changes with regard to safety responsibilities)		
50.	Safety promotion		



51.	Safety management system outputs.		
52.	Description of the compliance monitoring function and related procedures, including third party oversight.		
53.	Description of the quality management system for aeronautical data and aeronautical information provision activities and related procedures, including those for meeting the relevant safety and security management objectives		
54.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Procedures for reporting to the Competent Authority including handling, notifying and reporting accidents, serious incidents and occurrences. This section include at least the following:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
55.	Definition of accident, serious incident and occurrence and of the relevant responsibilities of all persons involved		
56.	Illustrations of forms to be used (or copies of the forms themselves) instructions on how they are to be completed, the address to which they should be sent and the time allowed for this to be done		
57.	Procedures and arrangements for the preservation of evidence, including recordings, following a reportable event		
58.	Procedures related to use of alcohol, psychoactive substances and medicines		
59.	Procedures for complying with safety directives issued by the Competent Authority		
60.	Procedures for reaction to safety problems		
61.	Procedures for handling of safety recommendations issued by Safety Investigation Authorities		
62.	A description of the method and procedures for recording aircraft movements including movement type and aircraft type, dates and number of passengers		
63.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Required aerodrome personnel qualifications and procedures related to:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
64.	Training programme, including responsibilities, frequencies, syllabi and the identified training standards for all personnel involved in the operation, rescue and fire fighting maintenance and management of the aerodrome, and those persons operating unescorted on the movement area and other operational areas of the aerodrome.		



65.	Procedures for training and checking of the trainees		
66.	Procedures to be applied in the event that personnel do not achieve the required standards		
67.	Description of documentation to be stored and storage periods		
68.	The proficiency check programme including responsibilities and frequencies		
69.	Procedures to be applied in the event that personnel do not achieve the required standards		
70.	Description of the documentation to be stored and storage periods		
71.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		

Part C – Particulars of the aerodrome site

	A description of the aerodrome site including in particular, the following information:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
72.	A plan showing the distance of the aerodrome from the nearest city, town or other populous area;		
73.	Detailed maps and charts of the aerodrome showing the aerodrome's location (longitude and latitude) and boundaries, major facilities, aerodrome reference point, layout of runways, taxiways and aprons, aerodrome visual and non-visual aids (including PAPI), and wind direction indicators		
74.	A plan showing the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome;		
75.	Description of the physical characteristics of the aerodrome, elevations, visual and non-visual aids, as well as the information regarding the aerodrome reference temperature, strength of pavements, rescue and fire fighting level of protection, ground aids, main obstacles and whether they are lighted.		
76.	Procedures for ensuring that the plans are up-to-date and accurate		
77.	Description of the types of operations that the aerodrome is approved to conduct.		
78.	List of authorized deviations from Annex 14 SARPs, if any.		
79.	Data for, and the method used to calculate, declared distances and elevation at the beginning and end of each declared distance		
80.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		



Part D – Particulars of the aerodrome required to be reported to the Aeronautical Information Service (AIS)

Note – The accuracy of the information in Part D is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.

	The aeronautical information services available and the procedures for the promulgation of general information, including the following:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
81.	The name of the aerodrome		
82.	The location of the aerodrome		
83.	The geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System — 1984 (WGS-84) reference datum		
84.	The aerodrome elevation and geoid undulation		
85.	The elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway		
86.	The aerodrome reference temperature		
87.	Details of the aerodrome beacon		
88.	The name of the aerodrome operator and contact details (including telephone numbers) of the aerodrome operator at which may be contacted at all times		
89.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Aerodrome dimensions and related information, including the following:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
90.	Runway — true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone		
91.	Length, width and surface type of strip, runway end safety areas, stopways;		
92.	Length, width and surface type of taxiways;		
93.	Apron surface type and aircraft stands;		



94.	Clearway length and ground profile		
95.	Visual aids for approach procedures, approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways and aprons, location and type of visual docking guidance system; availability of standby power for lighting		
96.	The location and radio frequency of VOR aerodrome checkpoints		
97.	The location and designation of standard taxi routes		
98.	The geographical coordinates of each threshold, appropriate taxiway centre line points and aircraft stands		
99.	The geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the surroundings of the aerodrome (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention);		
100.	Pavement surface type and bearing strength of runway, taxiway and aprons using the Aircraft Classification Number - Pavement Classification Number (ACN-PCN) method		
101.	Pre-flight altimeter check locations established and their elevation		
102.	Declared distances take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);		
103.	Contact details (telephone/telex/fax numbers and e-mail addresses) of the aerodrome coordinator for the removal of disabled aircraft, expressed in terms of the largest aircraft type which the aerodrome is equipped to remove		
104.	Rescue and fire fighting level of protection, types and amounts of extinguishing agents normally available at the aerodrome		
105.	Width and surface type of taxiway shoulders;		
106.	Location, markings lighting and the largest aircraft type that can use the runway turnpad;		
107.	Exemptions or derogations from the applicable requirements, cases of equivalent level of safety, special conditions and limitations		
108.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		

Part E – Particulars of the operating procedures of the aerodrome, its equipment and safety measures

Aerodrome reporting, including:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
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109.	Arrangements and procedures for reporting changes to the aerodrome information set out in the AIP and requesting the issue of NOTAM, including reporting changes to the Competent Authority and recording the reporting of changes (recording the reporting of changes during and outside the normal hours of aerodrome operations;)*		
110.	The names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations;		
111.	Procedures and frequencies for aeronautical data surveying		
112.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Procedures for accessing the aerodrome movement area, including:	Choose an item / Page.	Compliance Remark by Inspector Y / N / NA
113.	Coordination with the security agencies including the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.		
114.	Prevention of unauthorised entry into the movement area - Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the <i>movement area</i>		
115.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Inspection of the aerodrome movement area and other operational areas and facilities	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
116.	Procedures and responsible personnel for the inspection, assessment and reporting of the condition of the aerodrome movement area and other operational areas and facilities, (including runway surface friction characteristics assessments and water-depth measurements)		
117.	Arrangements and means of communicating with the air traffic services unit during inspections		
118.	Inspection checklists, logbook and record-keeping		
119.	Inspection intervals and times; reporting results and follow-up actions		
120.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Visual Aids, Non-Visual Aids And Aerodrome Electrical Systems	Choose an item / Page	Compliance Remark by Inspector Y / N / NA



121.	Particulars of the procedures for the inspection and routine and emergency maintenance of visual (aeronautical lights (including obstacle lighting), signs, markers and non-visual aids, as appropriate and the aerodrome electrical systems		
122.	Inspection intervals and times including arrangement for carrying out inspections during and outside the normal hours of aerodrome operation including inspection checklists, logbook and record-keeping.		
123.	Arrangements for recording the results of inspections, reporting results and for taking followup action to correct deficiencies;		
124.	Arrangements for carrying out routine maintenance and emergency maintenance including Operating, maintenance and repair instructions, servicing information, troubleshooting and inspection procedures of aerodrome equipment		
125.	Arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure		
126.	Availability of SMGCS to prevent inadvertent incursions of aircraft and vehicles in movement area.		
127.	The names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.		
128.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Maintenance Of The Movement Area	Choose an item /Page	Compliance Remark by Inspector Y / N / NA
129.	Particulars of the facilities and procedures for the maintenance of the movement area, including paved areas; unpaved runways and taxiways; runways and runway strips and aerodrome drainage		
130.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Aerodrome Work Safety	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
131.	Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the Coordinating, planning and carrying out construction and maintenance work		
132.	Arrangements and means of communicating with air traffic services unit during the progress of such work including the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times, the names and telephone numbers, during and after working hours, of the aerodrome fixed-based operators, ground handling agents and aircraft operators who are to be notified of the work and a distribution list for work plans, if required.		
133.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		



	Apron Management	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
134.	Particulars of the apron management procedures, including the following:		
135.	Transfer of the aircraft between air traffic services unit and the apron management unit		
136.	Arrangement for allocating of aircraft parking positions		
137.	Arrangement for initiating engine start and aircraft push-back		
138.	Arrangement for marshalling and 'follow-me' service		
139.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Apron Safety Management – Procedures to ensure apron safety include:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
140.	Protection from jet blasts		
141.	Enforcement of safety precautions during aircraft refuelling operations		
142.	Apron cleaning/sweeping		
143.	arrangements for reporting incidents and accidents on an apron		
144.	Monitoring compliance of personnel on the apron with safety procedures		
145.	management of safety of ground handling operations which include, but are not limited to the following: (i) Operation of ground support equipment associated with aircraft handling and loading; (ii) Operation of passenger loading bridge; (iii) Aircraft fuelling; (iv) Aircraft pushback; (v) Aircraft powerback; (vi) Aircraft towing; (vii) Aircraft power-in arrival and power-out departure; and (viii) Aircraft marshalling.		
146.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Airside Vehicle Control	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
147.	Particulars of the procedure for the control of surface vehicles on or in the vicinity of the movement area, including details of the application traffic rules (including speed limits and the means of enforcing the rules) and the method of issuing driving permits for operating vehicles in the movement area.		



148.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Wildlife Hazard Management	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
149.	Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of bird or mammals in the aerodrome flight pattern or movement area, including arrangements for assessing wildlife hazards, arrangements for implementing wildlife control programmes, promulgation of the relevant information to the AIS; wildlife strike form and the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.		
150.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	OBSTACLE CONTROL	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
151.	Procedures for obstacle control and monitoring within and outside of the aerodrome boundaries and notification to the Competent Authority, of the nature and location of obstacles and any subsequent addition, or removal, of obstacles for action as necessary, including amendment of the AIS publication and responsibility for obstacle lighting on and off the aerodrome.		
152.	Procedures for monitoring hazards related to human activities and land use, on the aerodrome and its surrounds		
153.	Relevant inspection checklists, logbook and record-keeping; inspection intervals and times; reporting results and follow-up actions.		
154.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Aerodrome Emergency Plan	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
155.	Plans for dealing with emergencies at the aerodrome or in its surroundings		
156.	Details of tests for aerodrome facilities and equipment to be used in emergencies, including their frequency of those tests		
157.	Where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, appliances with aerial capability etc., details should be included. Procedures to be followed if these facilities are temporarily unavailable should also be included.		
158.	Details of exercises to test emergency plans, including the frequency of those exercises		
159.	Reporting mechanism in the event of emergency.		



160.	A list of organizations, agencies and persons of authority, both on- and off airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;		
161.	The establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies;		
162.	Where medical equipment is held, other than on RFF vehicles, a statement indicating its location and how it is to be transported to an incident should be included.		
163.	The ready availability of, and coordination with, appropriate specialist rescue services to be able to respond to emergencies where an aerodrome is located close to water and/or swampy areas and where a significant proportion of approach or departure operations takes place over these areas.		
164.	An assessment of the approach and departure areas within 1000m of the runway threshold is carried out to determine the options available for intervention.		
165.	The aerodrome operator's arrangements for determining and implementing plans that ensures that integrated management of response to an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations.		
166.	The appointment of an on-scene commander for the overall emergency operation.		
167.	If you have selected 'No' for any of the above, the reason should be given:		
	Rescue And Fire Fighting Service (RFF) <i>Note – This subject should also be covered in appropriate detail in the aerodrome emergency plan.</i>	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
168.	Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome. <i>Note- where the senior aerodrome fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the aerodrome manual</i>		
	RFF Communication and alerting systems including:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
169.	Procedures for monitoring the aircraft movement area for the purposes of alerting RFF personnel.		
170.	Showing how RFF personnel are alerted throughout the range of functions (training, extraneous duties, etc.) and geographical locations from where they may be expected to respond indicating how the adequacy of the response time capability through their functions and locations is monitored and maintained.		
171.	How RFF personnel engaged in extraneous duties are managed, to ensure that response capability is not compromised and their safety is not affected.		
	RFF Level of Protection including:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA



171.	Policy statement of the RFFS category(s) to be provided.		
172.	Policy and procedures indicating how changes in the level of RFFS protection normally available at the aerodrome are managed. This should include the extent to which operations are to be restricted and how pilots are to be notified.		
173.	Where RFF respond to aircraft accidents off-aerodrome, the policy should be clearly described to manage the effects on continued aircraft operations.		
174.	Where RFF respond to domestic fires or special services, procedures for managing the impact of this upon the normal RFF response should be included.		
175.	Where a higher category is available by prior arrangement the manual should clearly state the actions necessary to upgrade the facility. Where necessary this should include actions to be taken by other departments.		
176.	The objectives for each RFF category provided should be defined, this should include a brief description of: <ul style="list-style-type: none"> • Amounts of extinguishing agents/media provided; • Discharge rates; • Number of foam-producing appliances; • Staffing levels; • Levels of supervision. 		
177.	In determining the minimum number of rescue and fire fighting personnel required, a task resource analysis should be completed and the level of staffing documented in the Aerodrome Manual.		
	RFF Training including:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
178.	A statement describing the process / how RFF personnel are properly trained to perform their duties to ensure the initial and continued competence, this should include the following: <ul style="list-style-type: none"> • Realistic live fire drills; • Breathing apparatus training in heat and smoke; • First Aid; • Driver training; • Dangerous good identification mechanism; • Low Visibility Procedures (LVP); • Human performance including team coordination 		
	RFF Procedures including:	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
179.	Provision of and training in protective clothing and respiratory equipment to enable them to perform their duties in an effective manner		
180.	How the aerodrome operator ensures that appropriate medical standards are met by RFFS personnel		
181.	Arrangements for ensuring the adequacy of responses in less than optimum conditions of visibility, especially during low visibility operations (LVPs)		



182.	A water needs analysis determining the availability of sufficient quantities of water for fire fighting following an aircraft accident		
183.	If you have selected 'No' for any of the above, the reason should be given:		
	Removal plan of disabled aircraft	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
184.	Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the roles of the aerodrome operator and the holder of the aircraft certificate of registration, arrangements for notifying the holder of the certificate of registration, arrangements for liaising with the aerodrome air traffic control unit, arrangements for obtaining equipment and personnel to remove the disabled aircraft and the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.		
185.	The information pertaining the disabled aircraft removal plans and type of aircraft are included in AIP		
186.	If you have selected 'No' for any of the above, the reason should be given:		
	Handling of storage of fuel and dangerous goods in the aerodrome <i>Note – Dangerous goods include inflammable liquids and solid, corrosive liquids, compressed gases and magnetized or radioactive materials. Arrangements for dealing with the accidental spillage of dangerous goods should be included in the aerodrome emergency plan.</i>	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
187.	Particulars of the procedures for the safe handling and storage of fuel and dangerous goods on the aerodrome, including the arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other dangerous goods		
188.	the method to be followed for the equipment, delivery, storage, dispensing and handling and safety measures of dangerous goods.		
189.	Quality and correct specification of aviation fuel; audit and inspection intervals, checklists, sampling and record keeping		
190.	If you have selected 'No' for any of the above, the reason should be given:		
	Low-Visibility Operations	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
191.	Particulars of operational procedures to be introduced for low-visibility operations, including coordination with air traffic services unit and apron management unit, standard taxiing routes, control of activities, the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range		
192.	Procedures for winter operations		



193.	Snow removal plan and procedures for its implementation, including a description of the available means and relevant arrangements.		
194.	Procedures for operations in adverse weather conditions - Particulars of the procedures to deal with adverse weather conditions including the role of the aerodrome operator, the aircraft operator, the aerodrome air traffic control unit, the ground handling service providers and other relevant stakeholders as applicable, the names and roles of the personnel responsible for dealing with hazardous meteorological conditions, and the telephone numbers for contacting them during and after working hours.		
195.	Procedures for night operations.		
196.	<p>Procedures for the protection of radar and other navigational aids, control of activities, and ground maintenance in the vicinity of these installations.</p> <p><i>Note – In writing the procedures for each category, clear and precise information should be included on:</i></p> <ul style="list-style-type: none"> - when, or in what circumstances, an operating procedure is to be activated - how an operating procedure is to be activated; - actions to be taken; - the persons who are to carry out the actions; and - the equipment necessary for carrying out the actions, and access to such equipment. 		
197.	Procedures for the operation of aircraft with higher code letter at the aerodrome including taxiing routes		
198.	Procedures and measures for the prevention of fire at the aerodrome		
199.	Procedure for calculating reduced Declared Distances where there are temporary objects infringing the strip or obstacle limitation surfaces.		
200.	Procedures for the safe integration of other aviation activities such as gliding, parachuting and banner towing		
	Runway Incursion Prevention	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
201.	Particulars of the facilities, equipment and procedures in place to prevent runway incursion, taking account of different traffic intensities and visibility conditions including integration of facilities, equipment, markings, lights and signs as a whole in the runway incursion prevention plan, the management of the related as-built drawings, the maintenance of the facilities, equipment, markings, lights and signs to ensure reliability and availability.		
	Aviation Fuel Quality At Aerodromes	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
202.	Particulars of the procedures to deal with aviation fuel quality at aerodromes.		
	Protection of Sites for radar, navigational aids and meteorological equipments for airport	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
203.	Description of the areas to be protected and procedures for their protection		



204.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		
	Reporting of Runway Surface Conditions	Choose an item / Page	Compliance Remark by Inspector Y / N / NA
205.	PANS-Aerodromes (Doc 9981) Procedure for assessing and reporting runway condition code (RWYCC) for each third of the runway in the prescribed format; and		
206.	Procedure for reporting significant changes to RWYCC without delay.		
207.	<i>If you have selected 'No' for any of the above, the reason should be given:</i>		

Name & Signature of Inspector:

Date:

