



Brunei Department of Civil Aviation
Negara Brunei Darussalam
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ADR 026

Runway Safety Maturity Checklist Form
Version 1.0

Guidance Material to Aerodrome Operators

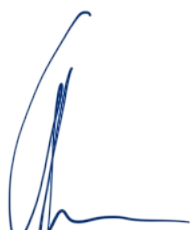
Foreword

This Civil Aviation Form ADR 026 is issued by the Department of Civil Aviation to provide information and guidance to Aerodrome Operators to aid runway safety improvement, pursuant to Brunei Aviation Requirement, BAR 14 Vol. I – Aerodrome

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:



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1 Purpose of this guidance and form document

- 1.1 Enhancing runway safety is a top priority for the International Civil Aviation Organization (ICAO) and the aviation industry as a whole. With this in mind, the Civil Air Navigation Services Organisation (CANSO) has developed an array of materials designed to aid runway safety improvement. One of these materials is the **Runway Safety Maturity Checklist for aerodrome operator**.
- 1.2 The checklist is a tool to benchmark these entities' respective maturity levels with regard to **managing runway safety risks**. It identifies key risk elements and uses a series of questions calling for evidence on each element. For example:
- Is there a process in place? Is the process documented?
 - Are employees trained, checked and assessed?
 - Is the process working? How do you know?
 - How could you improve on this element?
- 1.3 Designed to assist organisations in identifying and prioritising areas for **runway safety improvement** from all angles, the checklist uses the Analytical Hierarchy Process, taking into consideration the numerous focus areas required for success, including safety benefit, financial and stakeholder impact, complexity and dependencies. Industry-wide accessibility has also been prioritised, and the checklist is currently being migrated to a web-based application.

Note: The checklist form can found in this document under para 3 on Page 3-5.

2 Abbreviations

ATC	Air Traffic Control
ATIS	Automatic Terminal Information Service
AWIS	Aerodrome Weather Information Service
CRM	Crew Resource Management
FOD	Foreign Object Debris
MCRM	Multi Crew Resource Management
OHS	Occupational Health and Safety
RESA	Runway End Safety Area
TEM	Threat and Error Management

3 The Checklist

Item No. Aerodrome	Element What are you looking for? For example, "Do you have...."	Objective Why are you looking for it?	Does the element exist? Is it written down (e.g. procedure)? Does it exist (e.g. equipment, signs, markings etc)? Details	Training Are people trained in the use of the element? Remedial and/or Refresher training? Details	Is it working? How do you know? (e.g. incident reports analysis, corrective action, feedback) Details	Improvement What could you do to improve this element?	Index
1.	Provision of weather information systems (ATIS / AWIS / Windsock / Windshear alerting system/weather radar/runway visibility and range monitoring systems) to provide realtime meteorological information.						
2.	Provision of available, reliable and accurate precision approach aids a) Redundancy / diversity in system architecture						
3.	Aerodrome procedures for a) conduct of runway inspections including surface conditions and state b) reporting and repair (e.g. contamination, FOD, damage) c) periodic inspection, reporting and maintenance of lighting, signage, markings and taxiway condition						
4.	Aerodrome procedures for provision of runway visibility information to ATC.						
5.	Runway and taxiway layout is designed to optimise runway safety performance by a) being consistent with ICAO requirements b) include RESA and/or other arrestor systems						

	<p>c) appropriate position, length, width, gradient and surface characteristics, friction coatings, grooving, surface texturing and drainage optimised for prevailing conditions, including alternatively aligned runway</p> <p>d) provision of adequate runway (edge & centreline) / taxiway lighting</p>						
6.	Availability of ICAO compliant aviation rescue and fire fighting service						
7.	Emergency planning arrangements which include Airlines, ATC, Aerodrome and emergency services						
8.	Training, checking and assessment to verify use of ICAO compliant phraseology including readback/hearback procedures (airside vehicle operators)						
9.	Transponder equipage of vehicles required to operate airside where ground surveillance is available						
10.	Provision of adequate taxiway and holding point lighting in accordance with ICAO standards						
11.	Development and implementation of a Snow and Ice Control Plan						
12.	Partial and full closure of taxiway and runways in accordance with ICAO defined criteria including use of displaced thresholds.						
13.	<p>Established means to address aerodrome runway safety issues between airlines, ATC and aerodrome operators through</p> <p>a) Established Runway Safety Teams</p> <p>b) Airport safety committees where runway safety is a standing agenda item</p> <p>c) other</p>						
14.	Just culture policy and procedures						

15.	Fatigue risk management system						
16.	Drug and alcohol management program						
17.	CRM/TEM/MCRM procedures						
18.	Fitness for Duty policy and procedures						
19.	Human Factors training						
20.	OHS policy and procedures (conducive workplace environment e.g. lighting, temperature, humidity, air quality, ergonomics, noise, distraction etc)						
21.	Aerodrome enables improvement by providing evidence of reports, analysis, recommendations and implementation of change to procedures/practices/facilities to improve runway safety performance	Application of the SMS for continual improvement to procedures and practices to maximise runway safety performance					

- End -