# **AEP Documentation Checklist**

The purpose of this Checklist is to assist organisations with a view to ensuring the Airport Emergency Plan submitted to the CAA for approval are standardized and include all items that are required by MCAR 139, Appendix 1.

## Instructions for Use

The checklist is provided to ensure the minimum required items are contained in the AEP. It should be enhanced as necessary to suit the organisation’s needs; operational, utilization & environmental.

This checklist is based on the requirements prescribed in MCAR 139, Appendix 1. The organisation should use ‘reference(s)’ box to refer to the relevant paragraphs or cite evidence or examples to support their assessment.

*To be completed and signed by the Accountable Manager.*

|  |  |
| --- | --- |
| Organisation |  |
| Approval Reference(s) |  |
| Manual Revision |  |
| Name & Signature |  |

*For CAA use only*

|  |  |
| --- | --- |
| Inspector |  |
| Date(s) of Assessment |  |

| **#** | **Description** | **Reference(s)** | **CAA use** |
| --- | --- | --- | --- |
| **Yes** | **No** | **Remarks** |
| **Part 1** | **General** |
| 1.1 | General information, including the following: |  |  |  |  |
| **1.1.1** | **Introduction** |  |  |  |  |
| 1.1.1.1 | An Introduction of the Manual |  |  |  |  |
| 1.1.1.2 | Explanations, abbreviations, and definitions of terms needed for the use of the manual; |  |  |  |  |
| **1.1.2** | **System of amendment and revision** |  |  |  |  |
| 1.1.2.1 | Details of the person(s) responsible for the issuance and insertion of amendments and revisions; |  |  |  |  |
| 1.1.2.2 | Table of contents, record of amendments and revisions with insertion dates, and effective dates; |  |  |  |  |
| 1.1.2.3 | A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment, or revision in the interest of safety; |  |  |  |  |
| 1.1.2.4 | A description of the system for the annotation of pages, or paragraphs and their effective dates; |  |  |  |  |
| 1.1.2.5 | A list of effective pages or paragraphs; |  |  |  |  |
| 1.1.2.6 | Annotation of changes (in the text and, as far as practicable, on charts and diagrams); |  |  |  |  |
| 1.1.2.7 | Temporary revisions; and |  |  |  |  |
| 1.1.2.8 | Description of the distribution system and a distribution list for the aerodrome manual, its amendments, and revisions. |  |  |  |  |
|  | Purpose and scope of the manual; |  |  |  |  |
| 1.1.2.9 | Legal requirements for airport emergency manual as prescribed in the MCAR 139; |  |  |  |  |
| **2** | **Details of the Aerodrome Emergency Plan** |
| 2.1 | Particulars of the aerodrome emergency plan, including the following: |  |  |  |  |
| 2.2 | Plans for dealing with1. Aircraft Emergencies on the airport
2. Aircraft Emergencies off the airport (in the water)
3. Malfunction of Aircraft in flight (Full emergency or local standby)
4. Structural fires
5. sabotage including bomb threat (aircraft or structure)
6. unlawful seizure of aircraft and incidents on the airport covering "during the emergency" and "after the emergency" considerations;
7. Incident on the airport
 |  |  |  |  |
| 2.3 | Details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of these tests |  |  |  |  |
| 2.4 | Details of exercises to test emergency plans, including the frequency of those exercises; |  |  |  |  |
| 2.5 | Arrangements for reviewing the frequency of those exercises; |  |  |  |  |
| 2.6 | 1. List of organizations, agencies and persons of authority both on- and off-airport for site roles;
2. Their telephone numbers, fax and e-mail address directory, SITA code directory and radio frequencies of offices;
 |  |  |  |  |
| 2.7 | Policies or letters of agreement should be included in the aerodrome emergency plan where the aerodrome is reliant upon other organizations to provide equipmentwhich is essential for ensuring the safe operation of the aerodrome.Where necessary, contingency plans in the event of non-availability should be described. |  |  |  |  |
| 2.8 | Grid map of the airport |  |  |  |  |
| 2.9 | Reporting mechanism in the event of emergency. |  |  |  |  |
| 2.10 | Arrangements for personnel training and preparation for dealing withemergencies. |  |  |  |  |
| 2.11 | Establishment of an aerodrome emergency committee preparations for dealing with emergencies; and |  |  |  |  |
| 2.12 | Appointment of an on-scene commander of an overall emergency operation. |  |  |  |  |