# **Aerodrome Manual Documentation Checklist**

The purpose of this Checklist is to assist organisations with a view to ensuring the Aerodrome Manual submitted to the CAA for approval are standardized and include all items that are required by MCAR 139, Appendix 1. The aerodrome manual is a key document both for the aerodrome operator and the CAA. The manual is the source document describing how the aerodrome infrastructure, facilities, and operational procedures will operate safely.

As well as the operational procedures, CAA will expect the aerodrome manual to be an accurate reflection of the day-to-day functioning of the aerodrome's management system. All operational procedures and instructions should be contained in detail when relevant or cross-referenced to other controlled, formally accepted or recognised, publications.

At larger aerodromes, the size and complexity of operations, and related procedures may dictate that these procedures could not easily be included in a single document. In such circumstances, it is acceptable to identify and reference within the aerodrome manual the procedures which are not included within it. If this system is to be successful, it is essential that any referenced information, documentation, and procedures are made available as necessary to all operational staff in a similar way as the aerodrome manual itself. For that purpose, a computerised database containing the referenced procedures and information could be suitable. For many small aerodromes, the aerodrome manual can be both simple and brief as long as it covers procedures essential for satisfactory day-to-day operations. Nevertheless, it is possible to adopt a common format embracing the essential elements that define a aerodrome management system.

## Instructions for Use

The checklist is provided to ensure the minimum required items are contained in the Manual. 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 | A statement signed by the accountable manager that the aerodrome manual complies with all applicable requirements, and with the terms of the certificate; |  |  |  |  |
| 1.1.1.2 | A statement signed by the accountable manager that the aerodrome manual contains operational instructions that are to be complied with by the relevant personnel; |  |  |  |  |
| 1.1.1.3 | A list and brief description of the various parts, their contents, applicability, and use; |  |  |  |  |
| 1.1.1.4 | 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. |  |  |  |  |
| 1.1.3 | Purpose and scope of the manual; |  |  |  |  |
| 1.1.4 | Legal requirements for aerodrome certification and the manual as prescribed in the MCAR 139; |  |  |  |  |
| 1.1.5 | Conditions for use of the aerodrome. A statement to indicate that the aerodrome shall at all time, when it is available for the take-offs and landings of aircraft, be so available to all persons on equal terms and conditions; |  |  |  |  |
| 1.1.6 | The system of aeronautical information available and the procedure for their promulgation; |  |  |  |  |
| 1.1.7 | The system for recording aircraft movement; |  |  |  |  |
| 1.1.8 | Obligations of the Aerodrome Operator |  |  |  |  |
| **Part 2** | **Particulars of Aerodrome Site** | | | | |
| 2.1 | General information Including tile following: |  |  |  |  |
| 2.1.1 | Plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator; |  |  |  |  |
| 2.1.2 | Plan of the aerodrome showing the aerodrome boundaries; |  |  |  |  |
| 2.1.3 | Plan showing the distance of the aerodrome from the nearest city, town  or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; |  |  |  |  |
| 2.1.4 | Particulars of the title of: |  |  |  |  |
| 2.1.4.1 | The aerodrome site or |  |  |  |  |
| 2.1.4.2 | If the boundaries of the aerodrome are not defined in the documents of the title particulars of title of, or interest in, the  property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome. |  |  |  |  |
| **Part 3** | **Particulars of Aerodrome required to be reported to Aeronautical Information Services (AIS)** | | | | |
| **3.1** | **General information Including tile following:** | | | | |
| 3.1.1 | The name and address of the aerodrome; |  |  |  |  |
| 3.1.2 | The location of the aerodrome; |  |  |  |  |
| 3.1.3 | the geographical co-ordinates of the Aerodrome Reference Point determined in terms of World Geodetic System - 1984 (WGS - 84) reference datum; |  |  |  |  |
| 3.1.4 | Aerodrome elevation and geoid undulation; |  |  |  |  |
| 3.1.5 | 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; |  |  |  |  |
| 3.1.6 | Aerodrome reference temperature; |  |  |  |  |
| 3.1.7 | Details of the aerodrome beacon; |  |  |  |  |
| 3.1.8 | Name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times. |  |  |  |  |
| **3.2** | **Aerodrome dimensions and related information** | | | | |
|  | General information, including the following: |  |  |  |  |
| 3.2.1 | **Runways**   1. True bearing (to the nearest degree) 2. Designation number 3. Length (in metres) 4. Width (in metres) 5. Displaced threshold location   (if applicable)   1. Type of runway 2. Slope (in %) 3. Surface type 4. Pavement strength 5. for a precision approach runway, the existence of an obstacle free zone |  |  |  |  |
| 3.2.2 | **Runway Strip**   1. Length 2. Width 3. Surface type |  |  |  |  |
| 3.2.3 | **Runway End Safety Area (RESA)**   1. Length 2. Width 3. Surface type |  |  |  |  |
| 3.2.4 | **Taxiways**   1. Length 2. Width 3. Surface type 4. Pavement Strength |  |  |  |  |
| 3.2.5 | **Apron**   1. Length 2. Width 3. Surface type 4. Pavement Strength 5. Aircraft Stands |  |  |  |  |
| 3.2.6 | **Clearway**   1. Dimensions 2. Ground Profile |  |  |  |  |
| 3.2.7 | Descriptions of Visual Aids for Navigation  Including description of lighting/marking type, location and number: |  |  |  |  |
| 3.2.7.1 | 1. Approach Lighting system |  |  |  |  |
| 3.2.7.2 | 1. Visual Slope Indicator Systems   PAPI/ APAPI  T-VASIS/ AT-VASIS |  |  |  |  |
| 3.2.7.3 | 1. Lightings and Markings of:   Runways  Taxiways  Aprons |  |  |  |  |
| 3.2.7.4 | 1. Other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons |  |  |  |  |
| 3.2.7.5 | 1. Location and type of visual docking guidance systems |  |  |  |  |
| 3.2.7.6 | 1. Availability of standby power of lighting |  |  |  |  |
| 3.2.8 | Location and radio frequency of VOR aerodrome check-point (if provided) |  |  |  |  |
| 3.2.9 | Location and designation of standard taxi -routes; |  |  |  |  |
| 3.2.10 | The geographical coordinates of each threshold. |  |  |  |  |
| 3.2.11 | The geographical coordinates and the top elevation of significant  obstacles in the approach and take-off areas, in the circling area and in  the vicinity of the aerodrome. |  |  |  |  |
| 3.2.12 | One or more pre-flight altimeter check locations established on an  apron and their elevation; |  |  |  |  |
| 3.2.13 | Declared distances;   1. take-off run available (TORA); 2. take-off distance available (TODA); 3. accelerate-stop distance available (ASDA); 4. landing distance available (LDA); |  |  |  |  |
| 3.2.14 | Disabled aircraft removal plan:   1. the telephone/telex/facsimile numbers; e-mail address of the aerodrome coordinator 2. information on the capability to remove a disabled aircraft - expressed in terms of the aircraft which the aerodrome is equipped to remove |  |  |  |  |
| 3.2. | Rescue and Firefighting Service:   1. level of protection expressed in terms of category 2. type and amounts of extinguishing agents available at the aerodrome. |  |  |  |  |
| 3.3 | WGS 84 Survey report  Accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or  verified by qualified technical persons. |  |  |  |  |
| **Part 4** | **Particulars of the aerodrome operating procedures and safety measures** | | | | |
| **4.1** | **Aerodrome Reporting** | | | | |
| 4.1.1 | Particulars of the Procedures for reporting any changes to the aerodrome  information set out in AIP and procedures for requesting the issue of NOTAMS,  including the following; |  |  |  |  |
| 4.1.1.1 | Arrangements for reporting any changes to the CAA, and recording the reporting of changes, during and outside the normal hours of aerodrome operations; |  |  |  |  |
| 4.1.1.2 | Names and roles of persons responsible for notifying their telephone number during and outside the normal hours of aerodrome operations and the location and telephone numbers, as provided by the CAA, of the place at which changes are to be reported to the CAA. |  |  |  |  |
| **4.2** | **Access to Aerodrome Movement Area** | | | | |
| 4.2.1 | Particulars of the procedure developed and to followed in coordination with the agency responsible to prevent unlawful interference in civil aviation at the aerodrome, for prevention unauthorized entry of persons, vehicles, equipment, animals or other things, into the movement area including the following: |  |  |  |  |
| 4.2.1.1 | The role of:   1. aerodrome operator 2. aircraft operator 3. aerodrome fixed base operators 4. aerodrome security entity 5. the CAA 6. other government departments, as applicable; and |  |  |  |  |
| 4.2.1.2 | 1. Names and role of the personnel responsible for controlling access to the aerodrome 2. Telephone number for contacting those personnel during and after working hours. |  |  |  |  |
| **4.3** | **Aerodrome Emergency Plan** | | | | |
|  | Refer to SOP 611 – Appendix 12 for AEP Documentation checklist |  |  |  |  |
| **4.4** | **Rescue and Firefighting** | | | | |
| 4.4.1 | Policy statement on the RFF categories to be provided. |  |  |  |  |
| 4.4.2 | 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 |  |  |  |  |
| 4.4.3 | The names and roles of the persons responsible for dealing with rescue and firefighting services at the aerodrome. |  |  |  |  |
| 4.4.4 | RFFS Operational details included in the aerodrome manual or a separate operations manual describing the particulars of the:   1. RFFS Facilities 2. Equipment 3. Amounts of extinguishing agents provided 4. Maintenance of RFFS 5. Personnel (manning levels) 6. Procedures for meeting the rescue and firefighting requirements, |  |  |  |  |
| 4.4.5 | Description of the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the following:   1. realistic fuel fire training 2. breathing apparatus training in heat and smoke 3. first aid 4. low visibility procedures (LVP); 5. legal requirements 6. health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment |  |  |  |  |
| 4.4.6 | 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. |  |  |  |  |
| 4.4.7 | 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. |  |  |  |  |
| 4.4.8 | 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. |  |  |  |  |
| 4.4.9 | The availability of additional water supplies should be described |  |  |  |  |
| 4.4.10 | The appropriate details of rescue and firefighting service included in the aerodrome emergency plan? |  |  |  |  |
| **4.5** | **Aerodrome movement area and obstacle limitation surface inspection by**  **the aerodrome operator** | | | | |
| 4.5.1 | Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following: |  |  |  |  |
| 4.5.1.1 | arrangement for carrying out inspections, including:   1. runway friction, 2. water depth measurement on runways and taxiways, during and outside the normal hours of aerodrome operations, |  |  |  |  |
| 4.5.1.2 | Arrangement and means of communicating with the Air Traffic Control during an inspection; |  |  |  |  |
| 4.5.1.3 | Arrangement for keeping an inspection logbook and the location of the  logbook; |  |  |  |  |
| 4.5.1.4 | Details of inspection intervals and times; |  |  |  |  |
| 4.5.1.5 | Inspection checklist; |  |  |  |  |
| 4.5.1.6 | Arrangement for reporting the results of the inspection and for taking  prompt follow-up actions to ensure correction of unsafe conditions; and |  |  |  |  |
| 4.5.1.7 | The names and roles of persons responsible for carrying out inspections  and their telephone numbers during and after working hours. |  |  |  |  |
| **4.6** | **Visual Aids and Aerodrome Electrical Systems** | | | | |
| 4.6.1 | Particulars of the procedures for the inspection and maintenance of the aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical system including the following: |  |  |  |  |
| 4.6.1.1 | Arrangement for carrying out inspections during and outside the normal hours of aerodrome operation and the checklist for inspections; |  |  |  |  |
| 4.6.1.2 | Arrangement for recording the result of inspection and for taking follow-up action to correct deficiencies; |  |  |  |  |
| 4.6.1.3 | Arrangement for carrying out routine maintenance and emergency maintenances; |  |  |  |  |
| 4.6.1.4 | Arrangement for secondary power supplies, if any, and if applicable, particulars of any other method of dealing with partial or total system failure; |  |  |  |  |
| 4.6.1.5 | the names and roles of the persons responsible for inspection and  maintenance of the lighting and the telephone numbers for contacting  those persons during and after working hours. |  |  |  |  |
| **4.7** | **Movement Area Maintenance** | | | | |
| 4.7.1 | Particulars of the facilities and procedures for the maintenance of movement area,  including: |  |  |  |  |
| 4.7.1.1 | Arrangement for maintaining the paved areas; |  |  |  |  |
| 4.7.1.2 | Arrangement for maintaining the unpaved runways and taxiways; |  |  |  |  |
| 4.7.1.3 | Arrangement for maintaining the no the runway and taxiway strips; and |  |  |  |  |
| 4.7.1.4 | Arrangement for maintaining the of aerodrome drainage. |  |  |  |  |
| **4.8** | **Aerodrome Work Safety** | | | | |
| 4.8.1 | Particulars of the procedures for planning and carrying out works safely (including  works which may. have to be carried out at short notice) on or in the vicinity of the  movement area that may extend above an obstacle limitation surface including the  following: |  |  |  |  |
| 4.8.1.1 | Arrangement for communicating with Air Traffic Control during the progress of such works; |  |  |  |  |
| 4.8.1.2 | 1. names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the works and, 2. the arrangement for contacting those persons and organizations at all times; |  |  |  |  |
| 4.8.1.3 | Names of the aerodrome fixed-base operators and aircraft operators who are to be notified of the work, and their telephone numbers during and after working hours; and |  |  |  |  |
| 4.8.1.4 | Distribution list for work plans, if required. |  |  |  |  |
| **4.9** | **Apron Management** | | | | |
| 4.9.1 | Particulars of the apron management procedures: |  |  |  |  |
| 4.9.1.1 | Arrangement between air traffic control and the apron management unit; |  |  |  |  |
| 4.9.1.2 | Arrangement for allocating aircraft parking positions; |  |  |  |  |
| 4.9.1.3 | Arrangement for initiating engine start and ensuring clearance of aircraft push-back; |  |  |  |  |
| 4.9.1.4 | Marshalling service; and |  |  |  |  |
| 4.9.1.5 | Leader (van) service. |  |  |  |  |
| **4.10** | **Apron Safety Management** | | | | |
| 4.10.1 | Procedures to ensure apron: safety, including: |  |  |  |  |
| 4.10.1.1 | Protection from jet blasts; |  |  |  |  |
| 4.10.1.2 | Enforcement of safety precautions during aircraft refuelling operations; |  |  |  |  |
| 4.10.1.3 | Apron sweeping; |  |  |  |  |
| 4.10.1.4 | Apron cleaning; |  |  |  |  |
| 4.10.1.5 | Arrangements for reporting incidents/accidents on an apron; and |  |  |  |  |
| 4.10.1.6 | Arrangements for auditing the safety compliance by all personnel working on the apron. |  |  |  |  |
| **4.11** | **Airside Vehicle Control** | | | | |
| 4.11.1 | Particulars of the procedure for the control of surface vehicles operating on, or in  the vicinity of, the movement area, including the following: |  |  |  |  |
| 4.11.1.1 | details of the applicable traffic rules (including speed limits and the means of enforcement of the rules); and |  |  |  |  |
| 4.11.1.2 | the method of issuing driving permits for operating vehicles in the movement area. |  |  |  |  |
| **4.12** | **Wildlife Hazard Management** | | | | |
| 4.12.1 | Particulars of the procedure to deal with danger to aircraft operations caused by  the presence of birds or mammals in the aerodrome flight pattern or movement  area, including the following; |  |  |  |  |
| 4.12.1 | Arrangement for assessing any wildlife hazard; |  |  |  |  |
| 4.12.2 | Arrangement for implementing wildlife control programmes including   1. Pro-active and reactive measures to discourage bird and other wildlife 2. Arrangements and method for dispersal of bird and other wildlife 3. identification of wildlife attractants 4. techniques to curb the increase in wildlife population |  |  |  |  |
| 4.12.3 | Names and roles of the persons responsible for dealing with wildlife  hazards, and their telephone numbers during and after working hour. |  |  |  |  |
| **4.13** | **Obstacle Control** | | | | |
| 4.13.1 | Particulars setting out the procedures for: |  |  |  |  |
| 4.13.1.1 | Monitoring the obstacle limitation surface and Type A Chart take-off surface for obstacles: |  |  |  |  |
| 4.13.1.2 | Controlling obstacles within the authority of the operator; |  |  |  |  |
| 4.13.1.3 | Monitoring buildings or structure development in relation to their height within the boundaries of the obstacle limitation surface; |  |  |  |  |
| 4.13.1.4 | The control of new developments in the vicinity of aerodromes; and |  |  |  |  |
| 4.13.1.5 | Notifying the MCAA of the nature and location of obstacles and any subsequent addition or removal of obstacle for necessary including amendment of the AIS publications. |  |  |  |  |
| **4.14** | **Disabled aircraft removal plan and procedure** | | | | |
| 4.14.1 | Particulars of procedure for removing an aircraft which disabled on or adjacent to  the movement area including the following: |  |  |  |  |
| 4.14.1.1 | Roles of the aerodrome operator and the holder of the aircraft of registration; |  |  |  |  |
| 4.14.1.2 | Arrangement for notifying the holder of the certificate of registration; |  |  |  |  |
| 4.14.1.3 | Arrangement for liaising with the air traffic control; |  |  |  |  |
| 4.14.1.4 | Arrangement for obtaining equipment and persons to remove the disabled aircraft; and |  |  |  |  |
| 4.14.1.5 | Names and roles of persons responsible for arrangement of the removal of disabled aircraft and their telephone numbers. |  |  |  |  |
| **4.15** | **Handling of hazardous material** | | | | |
| 4.15.1 | Particulars of the procedures for the safe handling and storage of hazardous material on the aerodrome, including the following:  *(Hazardous materials include inflammable liquids and solid, corrosive*  *liquids, compressed gases and magnetized or radioactive materials.)* |  |  |  |  |
| 4.15.1.1 | the arrangement for special areas on the aerodrome to be set-up for the  storage of inflammable liquids (including aviation fuels) and any other  hazardous materials and |  |  |  |  |
| 4.15.1.2 | the method to be followed for the delivery, storage, dispensing and  handling of hazardous materials. |  |  |  |  |
| 4.15.1.3 | Is the arrangement to deal with an accidental spillage of hazardous material  included in the aerodrome emergency plan? |  |  |  |  |
| **4.16** | **Low visibility operations** | | | | |
| 4.16.1 | Particulars of procedures to be introduced for low visibility operations, including; |  |  |  |  |
| 4.16.1.1 | 1. the measurement and reporting of runway visual range, as and when required and, 2. name and telephone numbers during and after working hours of the persons responsible for measuring the runway visual range. |  |  |  |  |
| **4.17** | **Protection of radar and navigational sites** | | | | |
| 4.17.1 | Particulars of the procedure for the protection of radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following: |  |  |  |  |
| 4.17.1.1 | The arrangement for the control of activities in the vicinity of radar and  navaids installations; |  |  |  |  |
| 4.17.1.2 | The arrangement for ground maintenance in the vicinity of these installations; and |  |  |  |  |
| 4.17.1.3 | Installations of signs warning of hazardous  microwave radiation. |  |  |  |  |
| **Part 5** | **Aerodrome administration and safety management system** | | | | |
| 5.1 | Particulars of the aerodrome administration, including the following, |  |  |  |  |
| 5.1.1 | Aerodrome organization structure chart showing the names and positions of key personnel mentioned in 5.1.2 of this checklist, including their responsibilities; |  |  |  |  |
| 5.1.2 | The name, position and telephone numbers of the;   1. Accountable Manager *(MCAR 100)* 2. Safety Manager *(MCAR 100)* 3. Person Responsible for day to day operations (eg. Airport Manager) 4. Person responsible for Aerodrome Maintenance 5. Person responsible for Air Traffic Services 6. Person responsible for Aerodrome Security |  |  |  |  |
| 5.1.3 | Airport committees (as applicable)   1. Safety Review Board (SRB) 2. Safety action group (SAG) 3. Aerodrome Emergency Committee (AEC) 4. Local Runway Safety Team (LRST) 5. Wildlife Committee 6. Aerodrome Security Committee (ASC) |  |  |  |  |
| 5.2 | SMS Manual Documentation compliance checklist submitted? |  |  |  |  |