

Sample Aerodrome Manual

**CASA PART 139**

**Sample Manual Template**

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Glossary

Acronyms and abbreviations

|  |  |
| --- | --- |
| **Acronym / abbreviation** | **Description** |
| ACN | aircraft classification number |
| ADP | aeronautical data package |
| AEP | aerodrome emergency plan |
| ARC | aircraft reference code |
| ARFFS | aviation rescue and firefighting services |
| AGL | aeronautical ground lighting |
| AHD | Australian height datum |
| AIP | aeronautical information publication |
| AIS | aeronautical information service |
| ALARP | as low as reasonably practicable |
| AMSL | above mean sea level |
| ARO | aerodrome reporting officer |
| ARP | aerodrome reference point |
| ASDA | accelerate-stop distance available |
| ATC | air traffic control |
| AT-VASIS | an abbreviated T pattern visual approach slope indicator system |
| AVDGS | advanced visual docking guidance system |
| CASA | Civil Aviation Safety Authority |
| ERSA | En-Route Supplement Australia |
| ft | feet |
| FOD | foreign object debris |
| H24 | continuous |
| IFR | instrument flight rules |
| ILS | instrument landing system |
| IWDI | illuminated wind direction indicator |
| LDA | landing distance available |
| LVP | low visibility procedures |
| m | metre(s) |
| MAGS | movement area guidance sign |
| MOS | Manual of Standards |
| MOWP | method of working plan |
| NAIPS | national aeronautical information processing system |
| NOF | NOTAM Office |
| NOTAM | notice to airmen |
| OFZ | obstacle free zone |
| OLS | obstacle limitation surface |
| OMGWS | outer main gear wheel span |
| PAL | pilot activated lighting system |
| PANS-OPS | Procedures for Air Navigation Services – Aircraft Operations |
| PAPI | precision approach path indicator |
| PCN | pavement classification number |
| RESA | runway end safety area |
| RTIL | runway threshold identification lights |
| RV | runway visibility |
| RVR | runway visual range |
| RWY | runway |
| SMS | safety management system |
| STODA | supplementary take-off distance |
| RMP | risk management plan |
| TDZ | touchdown zone |
| TODA | take-off distance available |
| TORA | take-off run available |
| T-VASIS | T pattern visual approach slope indictor system |
| TWY | taxiway |
| VASIS | visual approach slope indicator system |
| VDGS | visual docking guidance system |
| VFR | visual flight rules |
| WDI | wind direction indicator |

Definitions

|  |  |
| --- | --- |
| Term | Definition |
| accelerate-stop distance available | the length of the take-off run available plus the length of the stopway if provided. |
| accident | an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:  a person is fatally or seriously injured as a result of:  being in the aircraft, or  direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or  direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or  the aircraft sustains damage or structural failure which:  adversely affects the structural strength, performance or flight characteristics of the aircraft, and  would normally require major repair or replacement of the affected component, except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or  the aircraft is missing or is completely inaccessible. |
| aerodrome | an area of land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure or movement of aircraft. |
| aerodrome elevation | the elevation of the highest point of the landing area. |
| aerodrome reference code | refers to the three (3) elements that are nominated by the aerodrome operator, specifically:  a code number which is determined by the aeroplane reference field length, and which is applicable to runways  a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions  the OMGWS which is applicable to runways and taxiways. |
| aerodrome reference point | the designated geographical location of an aerodrome. |
| AIP responsible person | for an aeronautical data originator, a person appointed by the originator under regulation 175.445 as responsible for the provision of aeronautical data or aeronautical information published in the AIP. |
| air transport operation | a passenger transport operation, or a cargo transport operation, that  is conducted for hire or reward, or  is prescribed by an instrument issued under regulation 201.025.  However, an operation conducted for a purpose mentioned in paragraph 206(1)(a) of CAR is not an air transport operation.  206(1)(a) aerial work purposes, being purposes of the following kinds (except when carried out by means of an RPA):  aerial surveying  aerial spotting  agricultural operations  aerial photography  advertising  balloon flying training  ambulance functions  carriage, for the purposes of trade, of goods being the property of the pilot, the owner of the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals)  any other purpose that is substantially similar to any of those specified in subparagraphs (i) to (vii) (inclusive). |
| AIS provider | a person who holds a certificate under regulation 175.055 of CASR. |
| apron | a defined area on a land aerodrome to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance. |
| apron taxiway | a portion of a taxiway system located on an apron to provide a through taxi route for aircraft across the apron to another part of the taxiway system. |
| Australian height datum | the datum that sets mean sea level as zero elevation. |
| clearway | a defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, which is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height. |
| displaced threshold | a threshold not located at the extremity of a runway. |
| holding bay | a defined area where aircraft can be held or bypassed to facilitate efficient surface movement of aircraft. |
| incident | an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation. |
| international aerodrome | an aerodrome:  designated by the Department as an international airport in Australia; and  identified as a designated international airport in Australia on the Department’s website. |
| instrument runway | one of the following types of runway nominated for the operation of aircraft using instrument approach procedures:  non precision approach runway  precision approach runway (CAT I)  precision approach runway (SA CAT I)  precision approach runway (SA CAT II)  precision approach runway (CAT II)  precision approach runway (CAT III A / B / C) |
| landing distance available | the length of the runway which is declared available and suitable for the ground run of an aeroplane landing. |
| manoeuvring area | part of the aerodrome used for the take-off, landing and taxiing of aircraft, excluding aprons. |
| method of working plan | a plan to ensure that aerodrome works do not present a hazard to aircraft operations. |
| movement area | a part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons. |
| non-homogenous runway surface | a runway surface that has different surface finishes across its full width. |
| non-instrument runway | a runway for the operation of aircraft using visual approach procedures. |
| NOTAM | Notice to Airmen and is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations. |
| NOTAM authorised persons | for an aeronautical data originator, a person(s) appointed under regulation 175.445 by the originator authorised to request the issue, review or cancellation of a NOTAM. |
| obstacle | fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures that:  are located on an area provided for the surface movement of aircraft, or  extend above a defined surface designated to protect aircraft in flight, or  stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation. |
| obstacle free zone | the airspace above the inner approach surface, inner transitional surface, baulked landing surface, and that portion of the runway strip bounded by these surfaces, which is not infringed by any fixed obstacle other than a low mass and frangibly mounted one required for air navigation purposes. |
| obstacle limitation surfaces | a series of planes, associated with each runway at an aerodrome, that defines the desirable limits to which objects or structures may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely. |
| PANS-OPS | Doc.8168-OPS/611 Volume II (Procedures for Air Navigation Services – Construction of Visual and Instrument Flight Procedures) approved and published by decision of the Council of the International Civil Aviation Organization, as in force from time to time. |
| pavement classification number | a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with aircraft classification number (ACN) less than or equal to the PCN. |
| runway | a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft. |
| runway end safety area | an area symmetrical about the extended runway centreline and adjacent to the end of the runway strip, primarily to reduce the risk of damage to an aeroplane which undershoots or overruns the runway. |
| runway strip | a defined area, including the runway and stopway, provided to:  reduce the risk of damage to aircraft running off a runway, and  protect aircraft flying over the runway during take-off or landing operations. |
| scheduled air transport operation | an air transport operation conducted in accordance with a published schedule. |
| secondary power supply | an electrical power supply that:  is automatically connected to the relevant load when the primary power source fails, and  is derived from:  the normal public electrical power supply, but in a way that:  supplies power for the aerodrome’s functionality from a special substation that is not the normal substation, and  supplies the power through a special transmission line that follows a route different from the normal power supply route, and  makes extremely remote the possibility of a simultaneous failure of the normal public electrical power supply and the power supply for the aerodrome, or  one or more generators, batteries, or similar devices which deliver a constant, reliable and sufficient supply of electrical power for the relevant aerodrome service. |
| shoulder | an area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface. |
| stopway | a defined rectangular area on the ground at the end of the take-off run available and prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off. |
| take-off distance available | the length of the take-off run available, plus the length of the clearway if provided. |
| take-off runway available | the length of the runway declared available and suitable for the ground run of an aeroplane taking off. |
| taxilane | a portion of an apron designated as a taxiway and for use only to provide access to and egress from aircraft parking positions. |
| taxiway | a defined path on an aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway, and a rapid exit taxiway. |
| threshold | the beginning of that portion of the runway usable for landing. |
| Type A chart | a chart which contains information on all significant obstacles within the take-off area of an aerodrome up to 10 km from the end of the runway. |
| Type B chart | an obstacle chart which provides obstacle data from around the aerodrome. |
| Y location code | the international code prefix used to identify Australian aerodromes. |

Reference material

|  |  |
| --- | --- |
| Document type | Title |
| Regulation | Part 123 of the Civil Aviation Safety Regulations 1998 |
|  |  |

Forms

|  |  |
| --- | --- |
| Form no. | Title |
| Form | ABC Initial Issue Application Form |
|  |  |

Preface

Amendment record

***(Part 139 MOS – 10.03)***

**Sample text**

Revisions to this manual are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this manual, a summary of the changes made is also recorded.

|  |  |  |  |
| --- | --- | --- | --- |
| Version no. | Date of change | Parts and page | Summary of change(s) |
| 1.0 | *{insert date}* | All | Initial issue |
| *{2.0}* | *{insert date change is made to each section or page}* | *{e.g. Section 1.6, Page 23}* | *{Summary of changes made}* |
|  |  |  |  |

Distribution list

***(Part 139 MOS – 10.02(2)(7))***

**Sample text**

A copy of this manual is retained in the *{insert office location}* at *{insert aerodrome name}* Airport. This manual is made available to CASA for inspection if requested.

Electronic or printed copies of this manual are further distributed as follows:

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|  |  |  |  |
|  |  |  |  |

*{insert aerodrome name}* Airport makes this manual available to all relevant persons on our website. Access is also available to staff on our intranet.

Persons printing this manual should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

# Aerodrome Administration

## Operator’s statement

***(CASR 139.110(5)(c))***

**Sample text**

The ***{insert aerodrome name}*** Airport Aerodrome Manual has been prepared in accordance with the requirements set out in the Civil Aviation Safety Regulations 1998 (CASRs), and associated Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS).

The contents of this manual describe the systematic approach to the operation and maintenance of ***{insert aerodrome name}*** Airport and demonstrates ***{insert aerodrome operator’s name e.g. Sample Airport Pty Ltd.}***’s commitment to managing the aerodrome safely and promoting a positive safety culture.

**The aerodrome will be operated**and maintained in accordance with the procedures set out in this manual, and in any subsidiary materials that are referenced in this manual, unless a temporary non-compliance or deviation from the procedures is necessary to ensure the safety of aircraft, aircraft operations, or individuals using the aerodrome. If the temporary non-compliance or deviation in the procedures is to take effect on a permanent basis, the manual will be updated. CASA will be advised of a temporary deviation or a change to this manual within 30 days.

At all times when the aerodrome is operating, the aerodrome manual and any subsidiary materials will be accessible by those personnel who have a role of responsibility.

This manual identifies persons from all levels of the organisation that are responsible and accountable for the safe operation of the aerodrome. As the authorisation holder, ***{insert aerodrome operator’s name e.g. Sample Airport Pty Ltd.}*** is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

Signed:

Name:

Position:

## Organisational structure

***(Part 139 MOS – 11.02(a)(i))***

**Sample text – inserted chart**

**An organisational chart which clearly identifies all personnel responsible for the management and administration of *{insert aerodrome name}*** Airport **is inserted below:**

***{****insert organisational chart}*

**Sample text – chart in appendix**

**An organisational chart which clearly identifies all personnel responsible for the management and administration of *{insert aerodrome name}*** Airport **is available in Appendix *{i****nsert appendix number}* of this manual.

## Key personnel

### Accountable Manager

***(CASR 139.110(1)(5); Part 139 MOS – 11.02(a)(ii); 13.02; 16.08(3); 25.04(2)(4))***

**Sample text**

**Name:** *{insert name}*

**Management position:** *{insert name}*

**Responsibilities:**

To ensure *{insert aerodrome operator’s name}*:

* complies with civil aviation legislation
* operates and maintains the aerodrome safely and with a reasonable degree of care and diligence
* operates and maintains the aerodrome in accordance with the aerodrome manual for the aerodrome.

**The accountable manager has a general knowledge of the relevant civil aviation safety legislation and standards that are applicable to the inspection, reporting, operation and maintenance of the aerodrome.**

### Management positions (aerodrome operation and maintenance)

***(Part 139 MOS – 11.02(a)(ii))***

**Sample text**

The management position(s) responsible for the **operation** of **the aerodrome is / are:**

**Management position:** *{insert position}*

**Responsibilities:** *{insert responsibilities}*

The management position(s) responsible for the **maintenance** of the aerodrome is / are:

**Management position:** *{insert position}*

**Responsibilities:** *{insert responsibilities}*

### Aerodrome operations and Safety functions

***(Part 139 MOS – 11.02(c))***

**Sample text**

The following individuals or positions are responsible for the aerodrome’s operations and safety functions:

**Individual / position:** *{insert individual or position}*

**Responsibilities:** *{insert responsibilities}*

**Individual / position:** *{insert individual or position}*

**Responsibilities:** *{insert responsibilities}*

## Aerodrome manual administration

***(Part 139 MOS – 10.01(1)(2)(3); 10.02(1)(3)(4); 10.04(1)(2)(b)(c); 11.02(b))***

**Sample text – no subsidiary materials**

**This aerodrome manual identifies all elements required by the Part 139 MOS. Information that is not relevant to the aerodrome’s operational context or regulatory complianceis marked NOT APPLICABLE or N/A.**

All required information is contained in this manual and no subsidiary materials have been adopted.

This manual will at all times be accessible by those persons who have a role in the operation and maintenance of the aerodrome.

**Sample text – subsidiary materials**

**This aerodrome manual identifies all elements required by the Part 139 MOS. Information that is not relevant to the aerodrome’s operational context or regulatory complianceis marked NOT APPLICABLE or N/A.**

All subsidiary materials that are adopted are clearly referenced in the relevant sections of this manual.

This manual and the adopted subsidiary materials will at all times be accessible by those persons who have a role in the operation and maintenance of the aerodrome.

### Manual control

***(Part 139 MOS – 10.01(4); 11.02(b))***

**Sample text**

The following individuals / positions are responsible for reviewing, maintaining, amending and controlling this aerodrome manual:

|  |  |
| --- | --- |
| Individual / position | Role / Function |
| *{insert individual or position}* | *{insert responsibility e.g. reviewing, maintaining, amending and controlling the aerodrome manual}* |

### Manual amendment

***(Part 139 MOS – 10.03(1)(2)(3))***

**Sample text**

To maintain the accuracy of this manual,**the aerodrome manual controller(s) will be advised of any changes to the aerodrome’s facilities, operating procedures, or of any errors or omissions, so that an amendment can be made.**

When **an amendment is made, the aerodrome manual controller will update the amendment record in the respective section of this manual.**

**So that readers can identify information in the manual that has changed, the following procedure has been adopted:**

***{insert your chosen procedure as per the Guide to this Sample Manual and subparagraph 10.03(2) of the Part 139 MOS}***

Within 30 days of any amendment to this manual, written notice of the change and a copy of the changed part of the aerodrome manual is provided to CASA.

### Manual review

***(Part 139 MOS – 12.09(6)(a)(ii))***

**Sample text** – 10,000 or more air transport passengers or, 20,000 or more aircraft movements

This manual will be **reviewed annually as part of the aerodrome technical inspection process.**

**Sample text** – less than 10,000 air transport passengers or, less than 20,000 aircraft movements.

This manual will be **reviewed annually as part of the aerodrome manual validation process.**

## Authorisations

### Aerodrome certificate – conditions

***(Part 139 MOS – 11.01(3)(c))***

**Sample text** – new applicant

This aerodrome manual and an application to certify the aerodrome have been submitted to CASA. An aerodrome certificate has yet to be issued.

**Sample text** – no conditions

There are no conditions on the aerodrome certificate issued by CASA.

**Sample text – conditions**

**The aerodrome certificate issued by CASA is subject to the following conditions:**

***{insert conditions}***

**Sample text** – formerly a registered aerodrome

The aerodrome was formerly a registered aerodrome. The aerodrome manual has been submitted to CASA. An aerodrome certificate has yet to be issued.

**Sample text** – formerly a certified aerodrome – no conditions

The aerodrome was formerly a certified aerodrome. There were no conditions on the aerodrome certificate issued by CASA.

**Sample text** – formerly a certified aerodrome – conditions

The aerodrome was formerly a certified aerodrome. The aerodrome certificate issued by CASA was subject of the following conditions:

***{insert conditions}***

### Aerodrome instruments

***(Part 139 MOS – Chapter 11.01(3)(a))***

**Sample text** – no instruments issued by CASA

**No** approvals, determinations, directions, exemptions or other instruments have been issued by CASA.

**Sample text** – instruments issued by CASA

CASA has issued the following approvals, determinations, directions, exemptions or other instruments:

|  |  |  |  |
| --- | --- | --- | --- |
| Type and particulars of authorisation | | | |
| *{Specify: e.g. Approval,* *Direction etc. and detail what the instrument authorises}* | | | |
| No. | Effective date | Expiry date  (if applicable) | Document location |
| *{insert number}* |  |  | ***{insert document location or cite Appendix to this manual}*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type and particulars of authorisation** | | | |
| *{Specify: e.g. Approval,* *Direction etc. and detail what the instrument authorises}* | | | |
| No. | Effective date | Expiry date  (if applicable) | Document location |
| *{insert number}* |  |  | ***{insert document location or cite Appendix to this manual}*** |

# Aerodrome Information

## Aeronautical information

***(Part 139 MOS – 11.01(1); Chapter 5)***

### Aerodrome diagram

***(Part 139 MOS – 11.01(1); 5.03(1)(a)-(j))***

**Sample text** – in appendix

**A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in subparagraph 5.03(1) of the Part 139 MOS has been reported to Airservices. The aerodrome diagram is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in sub**paragraph** 5.03(1) of the Part 139 MOS is inserted below*.*

***{insert aerodrome diagram}***

### Aerodrome administration statement

***(Part 139 MOS – 11.01(1); 5.03(2)(a)-(c))***

**Sample text** – in appendix

**The aerodrome’s administration information prescribed in subparagraph 5.03(2) of the Part 139 MOS has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The aerodrome’s administration information prescribed in sub**paragraph** 5.03(2) of the Part 139 MOS is recorded below:

Name of aerodrome operator: ***{insert aerodrome operator’s name e.g. Sample Airport Pty Ltd}***

Postal address: ***{insert aerodrome operator’s postal address e.g. 123 Aerodrome Way, Suburb, ACT, 2600}***

Phone number: ***{insert aerodrome operator’s telephone number e.g. 02 6666 7777}***

E-mail address: ***{insert aerodrome operator’s e-mail address e.g. John.Citizen@sampleairport.com}***

Website: ***{insert aerodrome operator’s website e.g. www.sampleairport.com.au}***

Facsimile number (if provided): *{A facsimile is not available* ***/ insert aerodrome operator’s facsimile number e.g. 02 1111 2222}***

Name of after-hours contact: ***{insert name of person to be contacted outside normal business hours e.g. Ima Person}***

Phone number: ***{insert phone number of out of hours contact e.g. 02 3333 4444}***

E-mail address: ***{insert e-mail address of out of hours contact e.g. ImaPerson@sampleairport.com}***

Facsimile number (if provided):*{A facsimile is not available* ***/ insert aerodrome operator’s facsimile number e.g. 02 1111 2222}***

Aerodrome usage: *{insert aerodrome usage e.g. part military use / public use / private use / a combination of uses being (insert relevant combination e.g. private / part military use)}*

### Aerodrome location statement

***(Part 139 MOS – 11.01(1); 5.03(4)(a)-(f))***

**Sample text** – in appendix

**The aerodrome’s location information prescribed in subparagraph 5.03(4) of the Part 139 MOS has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The aerodrome’s location information prescribed in sub**paragraph** 5.03(4) of the Part 139 MOS is recorded below:

Aerodrome name: ***{insert name of aerodrome e.g. Sample Airport}***

State/Territory: ***{insert state / territory the aerodrome is situated e.g. WA} Required format ACT / NSW / NT / QLD / SA / TAS / VIC / WA}***

ARP latitude (WGS84): ***{insert ARP latitude e.g. 341741.20S} required format DDMMSS.ss[S] in WGS84 (ERSA publishes value in 1/10th minute. DAH published in 1 sec resolution}***

ARP longitude (WGS84): ***{insert ARP longitude e.g. 1485134.60E} required format DDDMMSS.ss[E] in WGS84***

Y location code: ***{insert aerodrome Y code e.g. YABC}***

Elevation: ***{insert aerodrome elevation e.g. 105 ft} required format in feet (0.5 m accuracy)***

Type A charts (if published): *{Type A charts are not provided / Type A charts are provided:* ***insert date of preparation or sequential edition or issue number e.g. Jan 2019 or Version 15 or Issue 1.7}***

Type B charts (if published): *{Type B charts are not provided / Type B charts are provided:* ***{insert date of preparation or sequential edition or issue number e.g. March 2019 or Version 6 or Issue 1.2}***

### Movement area information – runways

#### Runway code number

***(Part 139 MOS – 11.01(1); 5.04(1)(a))***

**Sample text –** in appendix

**The code number of the runway(s) has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The code number of the runway(s) is recorded in the table below:

|  |  |
| --- | --- |
| Runway | Code number |
| *{insert runway designation e.g. 03/21}* | *{insert code number e.g. Code 4}* |

#### Runway bearing, length, width, and surface type

***(Part 139 MOS – 11.01(1); 5.04(1)(b)(c))***

**Sample text –** in appendix

**The bearings, length, width and surface type(s) of the runway(s) have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The bearings, length, width, and surface type(s) of the runway(s) is recorded in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Runway | Runway bearing (Magnetic) | Runway length (m) | Runway width (m) | Runway surface type, or types (non-homogenous runways) |
| ***{insert runway designation*** *e.g. 16/34****}*** | ***{insert runway bearing}***  *required format in* *degrees magnetic (true bearing to 1/100 deg* | ***{insert runway length*** *e.g.* ***1900 m}*** | ***{insert runway width*** *e.g.* ***30 m}*** | ***{insert runway surface type or types*** *e.g.* ***ASPH [Asphalt]}***  *required format:*  *ASPH [Asphalt]*  *BITUM [Bituminous]*  *CONC [Concrete]*  *CONC-ASPH [Concrete and asphalt]*  *OTHER – specify* |

#### Threshold geographical location & elevation - instrument runways

***(Part 139 MOS – 11.01(1); 5.04(1)(d)(i)(ii))***

**Sample text** – non-instrument runways

#### The runway(s) at ***{insert aerodrome name}* Airport are** non-**instrument runway(s).**

**Sample text** – instrument runways – in appendix

**The geographical location coordinates, and the elevation of the midpoint of the runway threshold for each instrument runway have been provided to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – instrument runways – inserted below

The geographical location coordinates, and the elevation of the midpoint of the runway threshold for each instrument runway **are recorded in the table below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Runway threshold | Latitude (WGS84) | Longitude (WGS84) | Midpoint elevation |
| ***{insert runway direction}*** *e.g.* ***RWY 16*** | ***{insert threshold latitude}*** *e.g.* ***351726.24S***  *required format: DDMMSS.ss[S] in WGS84 (to 1/100 sec)* | ***{insert threshold longitude}*** *e.g.* ***1491140.01E***  *required format: DDDMMSS.ss[E] in WGS84 (to 1/100 sec)* | ***{insert threshold midpoint elevation}*** *e.g.* ***52***  *required format: ft (to 0.5 m for a non-precision runway and to 0.25 for precision runways)* |
| ***{insert runway direction}*** *e.g.* ***RWY 34*** | ***{insert threshold latitude}*** *e.g.* ***351725.22S***  *required format: DDMMSS.ss[S] in WGS84 (to 1/100 sec)* | ***{insert threshold longitude}*** *e.g.* ***1491140.01E***  *required format: DDDMMSS.ss[E] in WGS84 (to 1/100 sec)* | ***{insert threshold midpoint elevation}*** *e.g.* ***60***  *required format: ft (to 0.5 m for a non-precision runway and to 0.25 for precision runways)* |

#### Runway pavement strength rating

***(Part 139 MOS – 11.01(1); 5.04(1)(e))***

**Sample text** – natural surface runways

The runway(s) at***{insert aerodrome name}* Airport are** natural surface runways without formed pavement**.**

**Sample text – pavement runway(s)** – in appendix

**The strength rating of the runway(s) pavement has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – pavement runway(s) – inserted below

The strength rating of the runway(s) pavement is recorded in the table below:

| ACN – PCN strength rating | Runway *{insert runway designation e.g. 06/24}* | Runway *{insert runway designation}* |
| --- | --- | --- |
| PCN value | *{insert PCN value e.g. 8}* |  |
| Pavement type | *{insert pavement type**e.g.* ***F****}*  *required format:*  *F – flexible*  *R – rigid*  *OTHER - specify* |  |
| Pavement subgrade | ***{insert subgrade strength category*** *e.g.* ***A}***  *required format:*  *A – high strength*  *B – medium strength*  *C – low strength*  *D – ultra low strength*  *OTHER - specify* |  |
| MAX Take-off weight | *{insert max take-off weight e.g. 8700}*  *required format: kg* |  |
| MAX tyre pressure value | *{insert max tyre pressure value e.g. 1.32}*  *required format: MPa* |  |
| Tyre pressure category | *{insert tyre code e.g. Y}*  *required format:*  *W – high: No pressure limit)*  *X – medium: Pressure limited to 1.5 MPa (217 psi)*  *Y – low: Pressure limited to 1.00 MPa (145 psi)*  *Z – very low: Pressure limited to 0.50 MPa (73 psi)*  *OTHER - specify* |  |
| PCN evaluation method | *{insert evaluation method e.g. T}*  *required format:*  *U - ACFT – based on aircraft experience*  *T - TECH – Technical evaluation*  *OTHER - specify* |  |

#### Runway strip length and width

***(Part 139 MOS – 11.01(1); 5.04(1)(f))***

**Sample text –** in appendix

**The length and width of the runway strip(s) have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The length and width of the runway strip(s) is recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Runway | Runway strip length (m) | Runway strip width (m) (graded) | Runway strip width (m) (including flyover) |
| *{insert runway designation e.g. 03/21}* | *{insert runway strip length e.g. 3240 m}* | *{insert graded runway strip width e.g. 90 m}* | *{insert overall runway strip width e.g. 280 m}* |

#### Runway slope

***(Part 139 MOS – 11.01(1); 5.04(1)(g))***

**Sample text** – in appendix

**The runway slope(s) has / have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The runway slope(s) is / are recorded in the table below:

|  |  |
| --- | --- |
| Runway | Runway slope |
| *{insert runway designation e.g. 03/21}* | *{insert runway slope e.g. 0.78% slope to the SW}* |

#### Runway declared distances

***(Part 139 MOS – 11.01(1); 5.04(1)(h))***

**Sample text** – in appendix

**The runway(s) declared distances have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The declared distances for each runway are recorded in the table below:

|  |  |  |
| --- | --- | --- |
|  | Runway ***{insert runway designation*** *e.g.* ***06}*** | Runway ***{insert runway designation*** *e.g.* ***24}*** |
| Take-off run available (TORA) | ***{insert TORA*** *e.g. 1200 m (3937**ft)****}*** | ***{insert TORA*** *e.g. 1200 m (3937 ft)****}*** |
| **Take-off distance available (TODA)** | ***{insert TODA*** *e.g. 1300 m (4265 ft)****}*** | ***{insert TODA*** *e.g. 1300 m (4265 ft)****}*** |
| TODA gradient | ***{insert TODA gradient*** *e.g. 3.32%****}*** | ***{insert TODA gradient*** *e.g. 3.32%****}*** |
| Accelerate-stop distance available (ASDA) | ***{insert ASDA*** *e.g. 1500 m (4921 ft)****}*** | ***{insert ASDA*** *e.g. 1500 m (4921 ft)****}*** |
| **Landing distance available (LDA)** | ***{insert LDA*** *e.g. 1100 m (3609 ft)****}*** | ***{insert LDA*** *e.g. 1100 m (3609 ft)****}*** |

#### Intersection departure take-off distances available

***(Part 139 MOS – 11.01(1); 5.04(1)(h); 5.12(3)(4))***

**Sample text** – no intersection departures

Intersection departures are not available.

**Sample text** – intersection departures – in appendix

**The runways(s) intersection departure take-off distances have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – intersection departures – inserted below

The intersection departure take-off distances for each runway are recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| RWY | **TKOF from TWY** | **RWY remaining** | **Reduce all DIST by** |
| ***{insert runway designation*** *e.g.* ***24}*** | ***{insert taxiway designation*** *e.g.* ***C}*** | ***{insert in meters and feet*** *e.g.* ***2345 m (7694 ft)}*** | ***{insert reduce distance, in metres and feet*** *e.g.* ***1312 m (4305 ft)}*** |

#### Supplementary take-off distances available (STODA)

***(Part 139 MOS – 11.01(1); 5.04(1)(h))***

**Sample text** – in appendix

**The runway(s) supplementary take-off distances have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

The supplementary take-off distances for each runway are recorded in the table below:

|  |  |  |
| --- | --- | --- |
| Obstacle clear take-off gradient | Runway (m) ***{insert runway designation*** *e.g.* ***06}*** | Runway (m) ***{insert runway designation*** *e.g.* ***24}*** |
| 1.6% | ***{insert STODA*** *e.g.* ***1000 m}*** | ***{insert STODA*** *e.g.* ***1000 m}*** |
| 1.9% | ***{insert STODA*** *e.g.* ***1020 m}*** | ***{insert STODA*** *e.g.* ***1020 m}*** |
| 2.2% | ***{insert STODA*** *e.g.* ***1040 m}*** | ***{insert STODA*** *e.g.* ***1040 m}*** |
| 2.5% | ***{insert STODA*** *e.g.* ***1060 m}*** | ***{insert STODA*** *e.g.* ***1060 m}*** |
| 3.3% | ***{insert STODA*** *e.g.* ***1080 m}*** | ***{insert STODA*** *e.g.* ***1080 m}*** |
| 5% | ***{insert STODA*** *e.g.* ***1100 m}*** | ***{insert STODA*** *e.g.* ***1100 m}*** |

#### Established OLS for the runway

**(Part 139 MOS – 11.01(1); 5.04(1)(i))**

Sample text – in appendix

**The code number of the runway(s) OLS have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

Sample text – inserted below

The code number of the runway(s) OLS is recorded in the table below:

|  |  |
| --- | --- |
| **Runway end** | **Established code** |
| ***{insert runway end designation*** *e.g.* ***03}*** | *{insert OLS nomination e.g. Code 4}* |
| ***{insert runway end designation*** *e.g.* ***21}*** | *{insert OLS nomination e.g. Code 4}* |

#### Type A charts

***(Part 139 MOS – 11.01(1); 5.04(1)(j)(i))***

**Sample text** – no Type A chart

A Type A chart is not required and has not been prepared.

**Sample text** – Type A chart – in appendix

**The Type A chart obstacle data has been prepared in digital format and provided to the AIS provider in accordance with Subpart 175.E of the CASRs.** The Type A chart obstacle data is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – Type A chart – referenced in 3.7.12.1

The Type A chart obstacle data is contained in subsection 3.7.12.1 of this manual.

#### Type B charts

***(Part 139 MOS – 11.01(1); 5.04(1)(j)(ii))***

**Sample text** – no Type B chart

A type B chart has not been prepared.

**Sample text** – Type B chart – in appendix

**The Type B chart obstacle data has been prepared in digital format and provided to the AIS provider in accordance with Subpart 175.E of the CASRs.** The Type B chart is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – Type B chart – referenced in 3.7.12.2

The Type B chart obstacle data is contained in subsection 3.7.12.2 of this manual.

#### Obstacle-free zone (OFZ)

***(Part 139 MOS – 11.01(1); 5.04(1)(k))***

**Sample text** – no OFZ

An obstacle free zone is not identified.

**Sample text** – OFZ – in appendix

**Obstacle free zone(s) have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – OFZ – inserted below

Obstacle free zone(s) have been established for: *{insert runway designation(s)}.*

#### Arrestor system

***(Part 139 MOS – 11.01(1); 5.04(1)(l))***

**Sample text** – no arrestor system

An arrestor system is not provided.

**Sample text** – arrestor system – in appendix

**The particulars of the arrestor system(s) have been reported to the Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** - arrestor system – inserted below

All particulars of the arrestor system(s) are recorded in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Runway designator | Geographical location | Setback | Longitudinal extent | Transverse extent |
| *{insert runway designator}* | *{insert geographical location of the arresting system}* | *{insert setback distance of the arresting system}* | *{insert longitudinal extent of arresting system}* | *{insert transverse extent of arresting system}* |

### Movement area information – runway strip availability

***(Part 139 MOS – 11.01(1); 5.04(2)(a)(b))***

**Sample text** – runway strip not available for take-offs and landings

The runway strip is not available for take-offs and landings.

**Sample text** – runway strip(s) available for take-offs and landings – in appendix

**The availability of the runway strip(s) for take-offs and landings, including any limitations, has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – runway strip(s) available for take-offs and landings (no limitations)

The runway strip for *{insert runway designation}* has been suitably prepared and is available for take-offs and landings. The runway strip is available *{insert availability}*. There are no limitations on the availability of the runway strip.

**Sample text** – runway strip available for take-offs and landings (limitations apply)

The runway strip for *{insert runway designation}* has been suitably prepared and is available for take-offs and landings. The runway strip is available *{insert availability}*.The limitations on the availability of the runway strip are *{insert limitations on the availability e.g. the runway strip is not available for jet operations}.*

### Movement area information – taxiways

***(Part 139 MOS – 11.01(1); 5.04(3)(a)-(d))***

**Sample text** – in appendix

**Each taxiway designation, code letter, width, and surface type have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

Each taxiway designation, code letter, width, and surface type are recorded in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Taxiway name | Taxiway designation | ARC letter | Taxiway width (m) | Taxiway surface type |
| ***{insert taxiway name*** *e.g.* ***Taxiway Alpha}*** | ***{insert taxiway designation*** *e.g.* ***A}*** | ***{insert ARC letter*** *e.g.* ***F}*** | ***{insert taxiway width*** *e.g.* ***23 m}***  ***required format in metres*** | *{insert taxiway surface type e.g. Asphalt}*  *required format:*  *Bitumen seal*  *Asphalt*  *Concrete*  *Gravel*  *Grass*  *Natural surface e.g. dirt* |

### Movement area information – aprons

***(Part 139 MOS – 11.01(1); 5.04(4)(a)-(c); 5.04(5)(a)(b))***

**Sample text** – no international operations / no parking position designations provided to AIS for publication in AIP – in appendix

The aerodrome has no international operations, nor have the parking position designations been provided to Airservices for publication in the AIP. The apron surface type(s) have been reported to Airservices. This information is **contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – no international operations / no parking position designations provided to AIS for publication in AIP – inserted below

The aerodrome has no international operations, nor have the parking position designations been provided to Airservices for publication in the AIP. The apron surface type(s) is / are recorded in the table below:

|  |  |
| --- | --- |
| Apron | Apron surface type |
| ***{insert apron name*** *e.g.* ***Domestic apron}*** | *{insert apron surface type e.g. Concrete}*  *required format:*  *Bitumen seal*  *Asphalt*  *Concrete*  *Gravel*  *Grass*  *Natural surface e.g. dirt* |

**Sample text** – international operations / parking position designators provided to AIS for publication in AIP – in appendix

**The aerodrome has international operations and / or the parking position designations have been provided to Airservices for publication in the AIP. Each apron, their surface type, the designation and location of primary and secondary parking positions, and the type of parking guidance provided has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – international operations / parking position designators provided to AIS for publication in AIP – inserted below.

The aerodrome has international operations and / or the parking position designations have been provided to Airservices for publication in the AIP. Each apron, their surface type, the designation and location of primary and secondary parking positions, and the type of parking guidance provided is recorded in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Parking position location | | |  |
| Apron | Apron surface type | Primary / secondary parking position | Latitude (WGS84) | Longitude (WGS84) | Elevation (ft AMSL) | Parking guidance provided |
| ***{insert apron name e.g. Inter-national apron}*** | *{insert apron surface type e.g. Asphalt}*  *required format: Bitumen seal; Asphalt; Concrete; Gravel; Grass; Natural surface e.g. dirt* | ***{insert parking position e.g.*** *151****}*** | *{insert latitude e.g. 351726.24S}*  *required format: DDMMSS.ss[S] in WGS84 (to 1/100 sec* | *{insert longitude e.g. 1491140.01E}*  *required format: DDDMMSS.ss[E} in WGS84* | *{insert elevation}*  *required format: ft (AMSL)* | *{insert type of parking guidance e.g. A\_VDGS}*  *required format: Refer to Guide* |

### Visual aids – approach and runway lighting systems

***(Part 139 MOS – 11.01(1); 5.05)***

#### Approach lighting system(s) (ALS)

***(Part 139 MOS – 11.01(1); 5.05(1)(a))***

**Sample text** – no runway approach lighting system

The aerodrome does not have a runway approach lighting system.

**Sample text** – runway approach lighting system – in appendix

**The type, length and intensity of the runway approach lighting system(s) have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** - runway approach lighting system - inserted below

The type, length and intensity of the runway approach lighting system(s) are recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Runway designation | Approach lighting type | Approach lighting length | Approach lighting intensity |
| ***{insert runway designation e.g. 06}*** | ***{insert approach lighting type*** ***e.g. PA CAT I ALS}***  ***required format: SALS PA CAT I ALS PA CAT II ALS PA CAT III ALS*** | ***{insert approach lighting length e.g. 900 m}*** | ***{insert approach lighting intensity e.g. LIL}***  *required format:*  *LIH LIL LIL-HIL LIM* |

#### Runway threshold lights and wing bars

***(Part 139 MOS – 11.01(1); 5.05(1)(b))***

**Sample text** – no runway threshold lights / wing bars

The aerodrome does not have runway threshold lights or wing bars.

**Sample text** – runway threshold lights / wing bars – in appendix

**The particulars for each runway threshold lights / wing bars (if provided) have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** - runway threshold lights / wing bars - inserted below

The particulars for each runway threshold lights / wing bars (if provided) are recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Runway designation | Threshold lights – colour | Wing bars - colour | Geographical coordinates |
| ***{insert runway designation e.g. 06}*** | ***{insert colour e.g. green}*** | ***{wing bars not provided or insert colour e.g. green}*** | ***{insert geographical coordinates of wing bars}*** |

#### Visual approach slope indicator system (VASIS)

***(Part 139 MOS – 11.01(1); 5.05(1)(c))***

**Sample text** – no VASIS

Visual approach slope indicator system(s) is / are not provided.

**Sample text** – VASIS – in appendix

**The particulars of each visual slope indicator system have been reported to the Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – VASIS - inserted below

The particulars of each visual approach slope indicator system are recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Runway designation | VASIS type | Approach slope (°) | PAPI minimum eye height (ft) |
| ***{insert runway designation e.g. 06}*** | ***{insert type of VASIS e.g. PAPI (double sided)}***  ***Required format: AT-VASIS PAPI (single sided) PAPI (double sided)***  ***T-VASIS*** | ***{insert approach slope e.g. 3o}*** | ***{insert colour change height e.g. 51 ft}***  *Required format: ft* |

Touchdown zone (TDZ) lighting

***(Part 139 MOS – 11.01(1); 5.05(1)(d))***

**Sample text** – no TDZ lighting

Touchdown zone lighting is not provided.

**Sample text** – TDZ lighting – in appendix

**The length(s) of touchdown zone lighting has / have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – TDZ lighting provided – inserted below

The length(s) of touchdown zone lighting is / are recorded in the table below:

|  |  |
| --- | --- |
| Runway designation | Length of runway touchdown zone lighting (m) |
| ***{insert runway designation e.g. 06}*** | ***{insert length of lighting e.g. 900 m}*** |

#### Runway centreline lights

***(Part 139 MOS – 11.01(1); 5.05(1)(e))***

**Sample text** – no runway centreline lights

Runway centreline lights are not provided.

**Sample text** – runway centreline lights – in appendix

**The length, longitudinal spacing, colour and intensity of the runway centreline lights have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – runway centreline lights – inserted below

The length, longitudinal spacing, colour and intensity of the runway centreline lights are recorded in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Runway designation | Length (m) | Longitudinal spacing (m) | Length & Colour | Intensity (cd) |
| ***{insert runway designation e.g. 06/24}*** | ***{insert length of centreline lights installation e.g. 3000 m}*** | ***{insert longitudinal spacing of centreline lights e.g. 30 m}*** | ***{insert length of coloured centreline lights e.g. 2800 m 7.5 m White: FM 1900 m – 2500 m. Red / white FM 2500 m. Red LIH}*** | ***{insert intensity of centreline lights e.g. 5000 cd}*** |

#### Runway edge lights

***(Part 139 MOS – 11.01(1); 5.05(1)(f))***

**Sample text** – no runway edge lights

Runway edge lights are not provided.

**Sample text** – runway edge lights – in appendix

**The length, longitudinal spacing, colour and intensity of the runway edge lights have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – runway edge lights – inserted below

The length, longitudinal spacing, colour and intensity of the runway edge lights are recorded in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Runway designation | Length (m) | Longitudinal spacing (m) | Colour | Intensity (cd) |
| ***{insert runway designation e.g. 06/24}*** | ***{insert length of edge lights e.g. 3000 m}*** | ***{insert longitudinal spacing of edge lights e.g. 60 m}*** | ***{insert colour of edge lights e.g. white}*** | ***{insert intensity of edge lights e.g. 200 cd}*** |

#### Runway end lights

***(Part 139 MOS – 11.01(1); 5.05(1)(g); Chapter 9, Division 10)***

**Sample text** – no runway end lights / wing bars

The aerodrome does not have runway end lights or wing bars.

**Sample text** – runway end lights / wing bars – in appendix

**The colours of runway end lights, and wing bars (if provided), have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – runway end lights – inserted below

The colour(s) of the runway end lights is / are recorded in the table below:

|  |  |
| --- | --- |
| Runway end | Runway end lights – colour |
| ***{insert runway end designation e.g. 06}*** | Red |

The colour of wing bars (if provided) are recorded in subsection 2.1.8.2 of this manual.

#### Stopway lights

***(Part 139 MOS – 11.01(1); 5.05(1)(h))***

**Sample text** - no stopway lights

The aerodrome does not have stopway lights.

**Sample text** – stopway lights – in appendix

**The length and colour of stopway lights have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – stopway lights – inserted below

The length and colour of stopway lights is recorded in the table below:

|  |  |  |
| --- | --- | --- |
| Runway designation | Stopway lights - length | Stopway lights - colour |
| ***{insert runway designation e.g. 06}*** | ***{insert length of stopway lights e.g. 200 m}*** | **Red** |

#### Starter extension lighting

***(Part 139 MOS – 11.01(1); 5.05(1)(i))***

**Sample text** - no starter extension lighting

The aerodrome does not have starter extension lighting.

**Sample text** – starter extension lighting – in appendix

**The availability of starter extension lighting has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – starter extension lighting – inserted below

The availability of starter extension lighting is provided at the following runway ends:

*{insert runway designation(s)}*

#### Runway threshold identification lights (RTIL)

***(Part 139 MOS – 11.01(1); 5.05(1)(j))***

**Sample text** – no RTIL

The aerodrome does not have RTIL.

**Sample text** – RTIL – in appendix

**The availability of** RTIL **has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – RTIL – inserted below

The availability of RTIL is recorded in the table below:

|  |  |
| --- | --- |
| Runway designation | RTIL |
| *{insert runway designation e.g. 06}* | *{insert particulars e.g. flashing white lights with a flash frequency between 60 and 120 per minute}* |

#### Pilot activated lighting (PAL) system

***(Part 139 MOS – 11.01(1); 5.05(1)(k))***

**Sample text** – no PAL system

The aerodrome does not have a pilot activated lighting (PAL) system.

**Sample text** – PAL system – in appendix

**The availability of a PAL system has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – PAL system – inserted below

**The availability of a PAL system is** as follows:

*{insert details of the PAL system e.g. PAL+AFRU operates on the VHF radio frequency 126.7 MHz and requires three one-second pulses to activate}*

### Visual aids – other lighting and secondary power supply

#### Aerodrome beacon

***(Part 139 MOS – 11.01(1); 5.05(2)(a))***

**Sample text** – no aerodrome beacon

The aerodrome does not have an aerodrome beacon.

**Sample text** – aerodrome beacon – in appendix

**The location, characteristics and hours of operation of the aerodrome beacon(s) have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – aerodrome beacon – inserted below

**The location, characteristics and hours of operation of the aerodrome beacon(s)** are recorded below:

|  |  |  |
| --- | --- | --- |
| Aerodrome beacon location | Characteristics | Hours of operation |
| *{insert location of aerodrome beacon e.g. Top of ATC tower}* | *{insert beacon characteristics e.g. 2 ALT flashes, 1 white 1 green}* | *{insert hours of operation e.g. H24, activates with PAL}* |

#### Taxiway lighting systems (including holding positions and stop bars)

***(Part 139 MOS – 11.01(1); 5.05(2)(b))***

**Sample text** – no taxiway lighting

Taxiway lighting is not provided at the aerodrome.

**Sample text** – taxiway lighting – in appendix

**The lighting systems for taxiways, including taxiway holding positions and stop bars (where provided), have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – taxiway lighting – inserted below

The lighting systems for taxiways, including taxiway holding positions and stop bars (where provided), are recorded in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Taxiway designation | | Taxiway lighting systems | | | |
| Edge lights | Centreline lights | Stop bars | Holding position lights |
| ***{insert taxiway* *designation e.g. C}*** | ***{insert details of edge lights e.g. blue or N/A}*** | | ***{insert details of centreline lights e.g. green or N/A}*** | ***{insert details of stop bar lights e.g. All TWY / RWY intersections row of red lights at holding position for Runway 01/19}*** | ***{insert details of centreline lights e.g. 3 inset yellow lights at holding position for Runway 04/22}*** |

#### Apron lighting systems (including VDGS)

***(Part 139 MOS – 11.01(1); 5.05(2)(c))***

**Sample text** – no apron lighting

Apron lighting is not provided at the aerodrome.

**Sample text** – taxiway lighting – in appendix

**The lighting systems for** aprons, including the location and type of VDGS, have been reported to Airservices. This information **is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – apron lighting – inserted below

**The lighting systems for** aprons, including the location and type of VDGS, are recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Apron | Apron lighting systems | | |
| Parking position | Identification sign | Type of VDGS (if provided) |
| *{insert apron identifier & lighting system)* | *{insert parking position}* | *{insert description of aircraft stand identification sign}* | *{insert type of VDGS* ***e.g.***  *A-VDGS*  *AGNIS*  *AGNIS\_PAPA*  *AGNIS\_STOP*  *APIS*  *PAPA*  *SAFE\_DOC*  *SAFE\_GATE}* |

#### Other movement areas ***–*** lighting systems

***(Part 139 MOS – 11.01(1); 5.05(2)(d))***

**Sample text** – no other movement area lighting systems

No other movement area lighting systems are provided at the aerodrome.

**Sample text** – other movement area lighting systems – in appendix

**All other movement area lighting systems provided at the aerodrome have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – other movement area lighting systems – inserted below

**All other movement area lighting systems provided at the aerodrome** are recorded below:

*{insert details of other movement area lighting systems}*

#### Obstacle lighting for OLS infringements

***(Part 139 MOS – 11.01(1); 5.05(2)(e))***

**Sample text** – no lit obstacles within the OLS

There are no lit obstacles that infringe the aerodromes OLS.

**Sample text** – lit obstacles within the OLS – in appendix

**All lit obstacles within the aerodromes OLS have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – lit obstacles within the OLS – inserted below

**All lit obstacles within the aerodromes OLS are recorded in the table below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Obstacle type | Obstacle position | Elevation (ft) | Lighting (type / colour) |
| *{insert obstacle type* ***e.g.*** *lit mast}* | *{insert location of obstacle* ***e.g.*** *337 DEG MAG 2.28 NM FM ARP}* | *{inert elevation e.g. 150 ft AMSL}* | *{insert lighting type / colour* ***e.g.*** *LIOL – steady red}* |

#### Secondary power supply (including switch-over time)

***(Part 139 MOS – 11.01(1); 5.05(2)(f))***

**Sample text** – no secondary power supply

A secondary power supply is not provided.

**Sample text** – secondary power supply – in appendix

**The particulars of the secondary power supply and its switchover time have been provided to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – secondary power supply – inserted below

**The particulars of the secondary power supply and its switchover time are** recorded below:

|  |  |
| --- | --- |
| Secondary power supply type | Switch-over time |
| *{insert secondary power supply type* ***e.g.*** *diesel generator}* | *{insert switch-over time* ***e.g.*** *15 secs or less than 1 sec when generator is alerted}* |

### Navigation aids

***(Part 139 MOS – 11.01(1); 5.06)***

**Sample text** – no navigation aids provided by aerodrome operator

No navigation aids are provided by the aerodrome operator.

**Sample text** – navigation aids provided by aerodrome operator – in appendix

**All navigation aids provided by the aerodrome operator have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – navigation aids provided by aerodrome operator – inserted below

**All navigation aids provided by the aerodrome operator are** recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Navigation aid | Latitude (WGS84) | Longitude (WGS84) | Operating frequency |
| *{insert navigation aid}* | *{insert latitude}* | *{insert longitude}* | *{insert operating frequency}* |

### Aviation rescue and fire-fighting services (ARFFS)

***(Part 139 MOS – 11.01(1); 5.07)***

**Sample text** – no ARFFS provided by aerodrome operator

An ARFFS is not provided by the aerodrome operator.

**Sample text** – ARFFS provided by aerodrome operator and located at the aerodrome – in appendix

**The category and hours of operation of ARFFS provided by the aerodrome operator and based at the aerodrome have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – ARFFS provided by aerodrome operator and located at the aerodrome – inserted below

**The category and hours of operation of ARFFS provided by the aerodrome operator and located at the aerodrome are** recorded in the table below:

|  |  |
| --- | --- |
| ARFFS category | Hours of operation |
| *{insert ARFFS category* ***e.g.*** *CAT 9}* | *{insert hours of operation* ***e.g.*** *H24}* |

### Ground services

#### Fuel suppliers

***(Part 139 MOS – 11.01(1); 5.08(a))***

**Sample text** – no fuel suppliers

The aerodrome does not provide fuel services.

**Sample text** – fuel suppliers – in appendix

**Fuel suppliers and their contact details have been provided to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – fuel suppliers – inserted below

**Fuel suppliers and their contact details are** recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Fuel supplier | Fuel type | Contact details | After-hours contact details |
| *{insert fuel supplier, manned / unmanned}* | *{insert fuel type}* | *(insert contact details}* | *{insert after hours contact details}* |

#### Weather information broadcasts

***(Part 139 MOS – 11.01(1); 5.08(b))***

**Sample text** – no weather information broadcasts provided by aerodrome operator

Aerodrome weather information broadcasts are not provided by the aerodrome operator.

**Sample text** – weather information broadcasts provided by aerodrome operator – in appendix

**The weather information broadcasts provided by the aerodrome operator have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – weather information broadcasts provided by aerodrome operator – inserted below

**The weather information broadcasts provided by the aerodrome operator are as follows**:

*{insert details of the weather information broadcasts that are provided by the aerodrome operator}*

#### Ground-to-air communication systems

***(Part 139 MOS – 11.01(1); 5.08(c))***

**Sample text** – no ground-to-air communication systems provided by aerodrome operator

Ground-to-air communication systems are not provided by the aerodrome operator.

**Sample text** – ground-to-air communication systems provided by aerodrome operator – in appendix

**The ground-to-air communication systems provided by the aerodrome operator have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – ground-to-air communication systems provided by aerodrome operator – inserted below

**The ground-to-air communication systems provided by the aerodrome operator are recorded below**:

*{insert details of the ground-to-air communication systems that are provided by the aerodrome operator}*

#### Other aviation-related services made available to pilots

***(Part 139 MOS – 11.01(1); 5.08(d))***

**Sample text** – no other aviation-related services provided by aerodrome operator

No other aviation-related services are made available to pilots by the aerodrome operator.

**Sample text** – other aviation-related services provided by aerodrome operator – in appendix

**Other aviation-related services made available by the aerodrome operator have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – other aviation-related services provided by aerodrome operator – inserted below

**Other aviation-related services made available by the aerodrome operator** are recorded below:

*{insert details of aviation services made available to pilots by the aerodrome operator}*

### Aerodrome operational procedures – standard taxi routes

#### Standard taxi routes determined by aerodrome operator

***(Part 139 MOS – 11.01(1); 5.09(1)(a))***

**Sample text** – no standard taxi routes determined by aerodrome operator

Standard taxi routes have not been determined by the aerodrome operator.

**Sample text** – standard taxi routes determined by aerodrome operator – in appendix

**Standard taxi routes determined by the aerodrome operator have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – standard taxi routes determined by aerodrome operator – inserted below

**Standard taxi routes determined by the aerodrome operator are recorded below**:

*{insert location and designation of standard taxi routes determined by the aerodrome operator}*

#### Standard taxi routes determined by the ATS provider

***(Part 139 MOS – 11.01(1); 5.09(1)(b))***

**Sample text** – No standard taxi routes determined by ATS provider

Standard taxi routes have not been determined by the ATS provider.

**Sample text** – standard taxi routes determined by ATS provider – in appendix

**Standard taxi routes determined by the ATS provider have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – standard taxi routes determined by ATS provider – inserted below

**Standard taxi routes determined by the** ATS provider are recorded below:

*{insert location and designation of standard taxi routes determined by the ATS provider}*

### Aerodrome operational procedures – special procedures

***(Part 139 MOS – 11.01(1); 5.09(2))***

**Sample text** – no special procedures

There are no special procedures at the aerodrome that pilots would be reasonably expected to know in the interests of aviation safety.

**Sample text** – special procedures – in appendix

**Special procedures unique to the aerodrome which pilots would reasonably be expected to know in the interests of aviation safety have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – special procedures – inserted below

**Special procedures unique to the aerodrome which pilots would reasonably be expected to know in the interests of aviation safety are recorded below**:

*{insert special procedures that pilots should know in the interests of aviation safety}*

### Aerodrome operational procedures – notices

***(Part 139 MOS – 11.01(1); 5.09(3))***

**Sample text** – no cautionary or administrative notices

There are no cautionary or administrative notices **relating to** the safe use of the aerodrome.

**Sample text** – cautionary or administrative notices – in appendix

**Cautionary or administrative notices relating to the safe use of the aerodrome have been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – cautionary or administrative notices – inserted below

**Cautionary or administrative notices relating to the safe use of the aerodrome are recorded below**:

*{insert cautionary or administrative notices for the safe use of the aerodrome}*

### Aerodrome operational procedures – low-visibility procedures

***(Part 139 MOS – 11.01(1); 5.09(4)(a)(b)(c))***

**Sample text** – low-visibility procedures are not established

Low-visibility procedures are not established at the aerodrome.

**Sample text** – low-visibility procedures – in appendix

**Low-visibility procedures have been established at the aerodrome and the required information has been reported to Airservices. This information is contained in *{insert aerodrome name}* Airport’s** ADP. The ADP is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – low-visibility procedures – inserted below

**Low-visibility procedures have been established at the aerodrome**.

The runways and equipment to be used in low visibility are recorded below:

|  |  |
| --- | --- |
| Runway | Equipment to be used in low visibility |
| *{insert runway designation e.g. 04/23}* | *{insert equipment to be used when visibility is low}* |

The defined meteorological conditions under which low-visibility procedures are initiated, used and terminated are as follows:

|  |  |
| --- | --- |
| **Meteorological Conditions** | |
| **Initiated:** | ***{insert meteorological conditions for when low-visibility procedures are initiated}*** |
| **Used:** | ***{insert meteorological conditions for when low-visibility procedures are used}*** |
| Terminated: | ***{insert meteorological conditions for when low-visibility procedures are terminated}*** |

The ground marking and lighting used under low-visibility procedures are:

*{insert applicable ground marking and lighting}*

## Aerodrome site plan

***(Part 139 MOS – 11.01(2)(a)(i)-(v))***

**Sample text** – in appendix

A scaled plan of **the** aerodrome site that clearly shows all applicable aerodrome facilities prescribed in subparagraph 11.01(2)(a) of the Part 139 MOS is available in Appendix *{insert appendix number}* of this manual.

**Sample text** – inserted below

A scaled plan of **the** aerodrome site that clearly shows all applicable aerodrome facilities prescribed in subparagraph 11.01(2)(a) of the Part 139 MOS is inserted below.

*{insert scaled plan}*

## Site plan – facilities outside the aerodrome boundary

***(Part 139 MOS – 11.01(2)(b))***

**Sample text – no aerodrome** facilities or equipment owned by the aerodrome operator is located outside the aerodrome boundary

***{insert aerodrome name}* Airport** does not own any aerodrome facilities or equipment that is located outside the boundaries of the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** –facilities or equipment owned by the aerodrome operator and located outside the aerodrome boundary – in appendix

A plan showingthefacilities and / or equipment that is owned by the aerodrome operator and that are located outside the boundaries of the aerodrome is available in Appendix *{insert appendix number}* of this manual.

**Sample text** –facilities or equipment owned by the aerodrome operator and located outside the aerodrome boundary – inserted below

A plan showingthe facilities and / or equipment that is owned by the aerodrome operator and that are located outside the boundaries of the aerodrome is inserted below.

*{insert plan of facilities and / or equipment located outside the boundaries of the aerodrome}*

## Aerodrome reference code (ARC) nominations

***(Part 139 MOS – 4.01; 11.01)***

### Runways

***(Part 139 MOS – 11.01(2)(c))***

**Sample text**

The aerodrome reference code (ARC) number, letter and OMGWS for each runway are recorded in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Runway** | **ARC number** | **ARC letter** | **OMGWS** |
| *{insert RWY designation e.g. RWY 03/21}* | *{insert ARC number e.g. Code 4}* | *{insert ARC letter e.g. Code E}* | *{insert OMGWS e.g. 6 m up to but not including 9 m}* |

### Taxiways and taxilanes

***(Part 139 MOS – 11.01(2)(c))***

**Sample text**

The aerodrome reference code (ARC) letter and OMGWS for each taxiway and taxilane is recorded in the table below:

|  |  |  |
| --- | --- | --- |
| Taxiway / Taxilane | ARC letter | OMGWS |
| *{insert TWY designation e.g. TWY B}* | *{insert ARC letter e.g. Code E}* | *{insert OMGWS e.g. OMGWS 6 m up to but not including 9 m}* |

### Aircraft parking positions

***(Part 139 MOS – 1.08(2))***

**Sample text** – no marked aircraft parking positions

Marked aircraft parking positions (primary and secondary) are not provided; therefore, this subsection is NOT APPLICABLE.

**Sample text** — marked aircraft parking positions

The aerodrome reference code (ARC) letter for each marked primary and secondary aircraft parking position is recorded in the table below:

|  |  |
| --- | --- |
| Parking position designation | ARC letter |
| *{insert primary / secondary parking position designation e.g. Bay 151}* | *{insert ARC letter e.g. Code F}* |

### Holding bays (aircraft)

***(Part 139 MOS – 1.08(2); 6.55(2))***

**Sample text** – no holding bays

Aircraft holding bays are not provided; therefore, this is NOT APPLICABLE.

**Sample text** – holding bays provided

The aerodrome reference code (ARC) letter for each aircraft holding bay is recorded in the table below:

|  |  |
| --- | --- |
| Holding bay location | ARC letter |
| *{insert location of holding bay}* | *{insert ARC letter e.g. Code F}* |

## Instrument classification of each runway

***(Part 139 MOS – 3.01(2); 11.01(2)(d))***

**Sample text**

The instrument classification for each runway end is recorded in the table below:

|  |  |
| --- | --- |
| Runway designation | Instrument classification |
| *{insert RWY designation e.g. RWY 06}* | *{insert instrument classification e.g. non-instrument runway}* |
| *{insert RWY designation e.g. RWY 24}* | *{insert instrument classification e.g. precision approach CAT I runway}* |

## Deviations from preferred standards

***(Part 139 MOS – 1.08(3)(4); 11.01(3)(d))***

### Location of runway threshold

***(Part 139 MOS – 6.01(3)(4)(6); 8.26)***

**Sample text** – no permanently displaced runway thresholds

All runway thresholds are located at the extremity of the runway.

**Sample text** – permanently displaced runway thresholds

The following runway thresholds are permanently displaced from the extremity of the runway:

|  |  |  |
| --- | --- | --- |
| Runway end | Distance of permanent threshold displacement | Reasons for permanent threshold displacement |
| *{insert runway end designation}* | *{insert distance that the threshold has been permanently displaced}* | *{insert reason for permanent threshold displacement}* |

### Runway turn pad / bypass pad

***(Part 139 MOS – 6.03(2)(3))***

**Sample text** – no turn pads / bypass pads

Runway turn pads / bypass pads are not provided.

**Sample text** – turn pads / bypass pads located on right-hand side of runway (looking in the direction of take-off)

All runway turn pads / bypass pads are located on the right-hand side of the runway as viewed when looking in the direction of take-off from that runway end.

**Sample text** – turn pads / bypass pads located on left-hand side of runway (looking in the direction of take-off)

Because it is impracticable to do so, the following runway turn pads / bypass pads are located on the left-hand side of the runway as viewed when looking in the direction of take-off from that runway end. There placement does not adversely affect safety for the take-off and landing of aircraft.

|  |  |
| --- | --- |
| **Runway end** | **Describe placement** |
| *{insert runway end designation}* | *{insert placement description}* |

### Runway longitudinal slope values

***(Part 139 MOS – 6.06(1)-(7))***

**Sample text** – runway longitudinal slope values not exceeded

The maximum runway longitudinal slope values expressed in sub**paragraph**s 6.06(1) to (6) of the Part 139 MOS have not been exceeded.

**Sample text** – runway longitudinal slope values exceeded at the intersection of a runway with another runway or taxiway

The maximum runway longitudinal slope values expressed in sub**paragraph**s 6.06(1) to (6) of the Part 139 MOS have been exceeded where the runway intersects with another runway or taxiway as there are conflicting *{draining requirements / slope requirements}*.

The alternate runway longitudinal slope values were determined after a safety analysis of the overall changes of grade, the location of the intersection on the runway, and the associated transverse gradients. The *{safety management system / risk management plan}* were used in the overall decision to proceed with the design. The completed safety analysis has been retained on file and is available at *{insert location}.*

The alternate runway longitudinal slope values are as close as practicable to the required slope values, and demonstrably safe for aircraft operations.

|  |  |  |
| --- | --- | --- |
| Runway designation | Runway / runway location, or runway / taxiway location | Alternate longitudinal slope value |
| *{insert runway designation}* | *{insert location where value has been exceeded}* | *{insert alternate slope value}* |

### Runway transverse slope values

***(Part 139 MOS – 6.08(2)(3))***

**Sample text** – runway transverseslope values not exceeded

The runway transverse slope values expressed in Table 6.08(2) of the Part 139 MOS have not been exceeded.

**Sample text** – runway transverseslope values exceeded at the intersection of a runway with another runway or taxiway

The runway transverse slope values expressed in Table 6.08(2) of the Part 139 MOS have been exceeded where the runway intersects with another runway or taxiway as there are conflicting *{drainage requirements / slope requirements}.*

The alternate runway transverse slope values were determined after reviewing the longitudinal change in grade caused by the changes in transverse slope. The *{safety management system / risk management plan}* were used in the overall decision to proceed with the design. The completed safety analysis has been retained on file and is available at *{insert location}.*

The alternate runway transverse slope values are as close as practicable to the required slope values, and demonstrably safe for aircraft operations.

|  |  |  |
| --- | --- | --- |
| Runway designation | Runway / runway location, or runway / taxiway location | Alternate transverse slope value |
| *{insert runway designation}* | *{insert location where value has been exceeded}* | *{insert alternate slope value}* |

### Runway surfaces

#### Average surface texture depth

***(Part 139 MOS – 1.08(4); Table 6.09(1)-1)***

**Sample text** – unsealed runway surfaces

The runway surface(s) are not sealed.

**Sample text** – the preferred average surface texture depth of 1 mm has been met

The preferred average surface texture depth of 1 mm has been met on all runways.

**Sample text** – the preferred average surface texture depth of 1 mm has not been met

The preferred average surface texture depth of 1 mm has not been met on the following runway(s). The surface texture depth achieved is equal to or greater than the 0.625 mm minimum average texture depth permitted in Table 6.09(1)-1 of the Part 139 MOS.

|  |  |  |
| --- | --- | --- |
| Runway designation | Actual average surface texture depth | Reasons why the preferred average surface texture depth has not been met |
| *{insert runway designation}* | *{insert average texture depth in millimetres (mm)}* | *{insert reasons why the preferred standard has not been met}* |

#### Friction values

***(Part 139 MOS – 108(4); Table 6.09(1)-2)***

**Sample text** – aerodrome has no scheduled international air transport operations

The aerodrome is not used for scheduled international air transport operations.

**Sample text** – aerodrome has scheduled international air transport operations and the preferred friction values for continuous friction are met

The preferred values for continuous friction as stated in Table 6.09 (1)-2 of the Part 139 MOS are continuously met on all runways.

**Sample text** – aerodrome has scheduled international air transport operations and the preferred friction values for continuous friction are not met

The preferred values for continuous friction as stated in Table 6.09(1)-2 of the Part 139 MOS are not met on the following runways. For each preferred value that is not met, the minimum friction value(s) were determined through our *{safety management system / risk management plan}* to demonstrate an acceptable level of operating risk.

|  |  |  |
| --- | --- | --- |
| Runway designation | Actual friction level | Reasons why the preferred friction level not met |
| *{insert runway designation}* | *{insert friction level}* | *{insert reasons why the preferred standard has not been met}* |

### Longitudinal slope design values on graded runway strip

***(Part 139 MOS – 6.18(1)(2))***

**Sample text** – design longitudinal slope values on graded runway strip at the intersection of a runway strip with another runway strip or taxiway strip have been met

The design longitudinal slope values expressed in sub**paragraph** 6.18(1) of the Part 139 MOS have not been exceeded.

**Sample text** – design longitudinal slope values on graded runway strip exceeded at the intersection of a runway strip with another runway strip or taxiway strip

The design longitudinal slope values expressed in sub**paragraph** 6.18(1) of the Part 139 MOS have been exceeded where the runway strip intersects with another runway strip or taxiway strip as there are conflicting *{draining requirements / slope requirements}*.

The alternate runway strip design longitudinal slope values were determined after a safety analysis using the *{safety management system / risk management plan}*. The longitudinal slope does not contain abrupt changes in gradient, or reversal of slope gradients. The completed safety analysis has been retained on file and is available at *{insert location}.*

The alternate design longitudinal slope values are as close as practicable to the required slope values, and demonstrably safe for aircraft operations.

|  |  |  |
| --- | --- | --- |
| Runway designation | Runway / runway location, or runway / taxiway location | Alternate design longitudinal slope value |
| *{insert runway designation}* | *{insert location where value has been exceeded}* | *{insert alternate slope value}* |

### Runway end safety area (RESA)

***(Part 139 MOS – 1.08(4); 6.26(4))***

**Sample text** – preferred RESA length has been met

The preferred RESA length as stated in Table 6.26(4) of the Part 139 MOS has been met for all runways.

**Sample text** – preferred RESA length has not been met

The preferred RESA length as stated in Table 6.26(4) of the Part 139 MOS has not been met on the following runways:

|  |  |  |
| --- | --- | --- |
| Runway designation | Actual RESA length | Reasons why the preferred RESA length not met |
| *{insert runway designation}* | *{insert actual RESA length}* | *{insert reasons why the preferred standard has not been met}* |

### Taxiway longitudinal slope values

***(Part 139 MOS – 1.08(4); 6.40(1)(2)(3))***

**Sample text** – taxiway longitudinal slope values not exceeded

The maximum taxiway longitudinal slope values expressed in sub**paragraph**s 6.40(1) and (2) of the Part 139 MOS have not been exceeded.

**Sample text** – taxiway longitudinal slope values at the intersection of a taxiway with a runway or another taxiway have been exceeded

The maximum taxiway longitudinal slope values expressed in sub**paragraph**s 6.40(1) and (2) of the Part 139 MOS have been exceeded only where the taxiway intersects with another taxiway or runway as there are conflicting *{draining requirements / slope requirements}*.

The alternate taxiway longitudinal slope values were determined after a safety analysis using the *{safety management system / risk management plan}*. The completed safety analysis has been retained on file and is available at *{insert location}*.

The alternate taxiway longitudinal slope values are as close as practicable to the required slope values, and demonstrably safe for aircraft operations.

|  |  |  |
| --- | --- | --- |
| Taxiway designation | Taxiway / taxiway location, or taxiway / runway location | Alternate longitudinal slope value |
| {insert taxiway designation} | {insert location where value has been exceeded} | {insert alternate slope value} |

### Taxiway transverse slope values

***(Part 139 MOS – 6.41(2)(3))***

**Sample text** – taxiway transverse slope values not exceeded

The taxiway transverse slope values expressed in Table 6.41 (2) of the Part 139 MOS have not been exceeded.

**Sample text** – taxiway transverse slope values at the intersection of a taxiway with a runway or another taxiway have been exceeded

The taxiway transverse slope values expressed in Table 6.41 (2) of the Part 139 MOS have been exceeded where the taxiway intersects with another taxiway or runway as there are conflicting *{drainage requirements / slope requirements}*.

The alternate taxiway transverse slope values were determined after a safety analysis using the *{safety management system / risk management plan}*. The completed safety analysis has been retained on file and is available at *{insert location}.*

Thealternate taxiway transverse slope values are as close as practicable to the required slope values, and demonstrably safe for aircraft operations.

|  |  |  |
| --- | --- | --- |
| Taxiway designation | Taxiway / taxiway location, or taxiway / runway location | Alternate transverse slope value |
| *{insert taxiway designation}* | *{insert location where value has been exceeded}* | *{insert alternate slope value}* |

### Colour of aerodrome markings, markers, signals and signs

***(Part 139 MOS – Table 8.03(1))***

**Sample text** – AS Code R13 (signal red) used for all markings, markers, signals and signs

AS Code R13 (signal red) has been used for all aerodrome markings, markers, signals and signs (as applicable).

**Sample text** – AS Code R14 or R15 used instead of AS Code R13 (signal red) on some markings, markers, signals and signs

AS Code R13 has not been used for all markings, markers, signals and signs (as applicable) as the colour could not be sourced. An alternate colour of red *{AS Code R14 / AS Code R15}* has been used.

### Runway edge lights on a reduced runway width

***(Part 139 MOS – 9.51(10)(11))***

**Sample text** – no runway edge lights provided

Runway edge lights are not provided.

**Sample text** – runway edge lights located within 3 m of the runway edge

Runway edge lights are not located more than 3 m from the runway edge.

**Sample text** – runway edge lights located beyond 3 m from the runway edge (reduction in runway width)

A reduction in runway width has been declared in the AIP for runway *{insert runway designation}*. Due to the previously defined runway edge, the runway edge lights are now located beyond three (3) m from the edge of the runway. The runway edge lights will remain in place until they are upgraded or replaced. The location of the runway edge lights has been published in the AIP ERSA.

### Spacing of taxiway edge lights

***(Part 139 MOS – 9.92(1))***

**Sample text** – no taxiway edge lights

Taxiway edge lights are not provided.

**Sample text** – compliant spacing of taxiway edge lights

The spacing of all taxiway edge lights complies with section 9.92 of the Part 139 MOS.

**Sample text** – non-compliant spacing of taxiway edge lights

Due to the *{alignment of the taxiway / radius of the taxiway curve / taxiway environment}*, the spacing of taxiway edge lights on the following taxiways do not comply with section 9.92 of the Part 139 MOS. The limitations and effects are also recorded.

|  |  |
| --- | --- |
| Taxiway designation | Limitation and effects |
| *{insert taxiway designation}* | *{insert an explanation of the limitation and its effects}* |

## Facilities with retained compliance

### Non-compliant grandfathered facilities

***(Part 139 MOS – 11.01(3)(b))***

**Sample text** – all aerodrome facilities / OLS comply with the Part 139 MOS

All aerodrome facilities / OLS comply with the standards set out in the Part 139 MOS.

**Sample text** – aerodrome facilities / OLS not compliant with the Part 139 MOS (grandfathered)

At the time of commencement of the Part 139 MOS, the following aerodrome facilities / OLS do not comply with the new standards.

These aerodrome facilities / OLS did meet a previous standard that was in place at the time the facility was introduced, last upgraded or replaced.

These facilities will be maintained in accordance with the requirements set out in the Part 139 MOS for the same facility.

|  |  |
| --- | --- |
| Facility (grandfathered) | Description of non-compliance |
| *{insert the facility / OLS}* | *{insert description on how facility / OLS does not comply}* |

### Grandfathered facilities – opted-in

***(Part 139 MOS – 2.01 opted-in)***

**Sample text** – all facilities comply with the Part 139 MOS

All facilities comply with the standards set out in the Part 139 MOS.

**Sample text** – no opted-in

All grandfathered facilities remain grandfathered to a previous standard.

**Sample text** – opted-in

In the absence of an upgrade or a replacement,***{insert aerodrome operator’s name}* has elected to bring the following facilities that were previously grandfathered into compliance with the Part 139 MOS. Notification has been provided to CASA, and written confirmation from CASA has been received.**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility | Date bought into compliance | Notification to CASA | CASA’s acknowledgement |
| *{insert particulars of the facility / OLS}* | *{insert date facility was bought into compliance}* | *{e.g. written notification was provided to CASA by {insert position} on {insert date}* | *{e.g. CASA’s written acknowledgement was received on {insert date} and is retained on file at {insert location}* |

# Aerodrome Operating Procedures and Systems

## Reporting aeronautical data and information\

**Sample text**

**This** section documents the procedures for:

* providing information to the AIS provider (Airservices) for publication in the Aeronautical Information Package (AIP)
* notifying Airservices of any changes that are required to be made to the information that is published in the AIP
* reporting to the NOTAM Office (NOF) any changes to the condition of the aerodrome facility, or any hazards, that may adversely affect aviation safety
* reporting hazards that may adversely affect aviation safety to ATC
* making the aerodrome reports readily accessible to relevant personnel
* retaining reports for at least 3 years
* maintaining the integrity of information that is published.

### Personnel with responsibilities – data originator

***(CASR 175.445; Part 139 MOS – 11.05(3))***

#### AIP responsible person

***(CASR 175.445(1)(2);******Part 139 MOS – 11.05(3))***

**Sample text**

The nominated AIP responsible person for ***{insert aerodrome name}* Airportis *{insert particulars of the AIP responsible person}*.**

Their nomination has been provided to Airservices on the Aeronautical Data Originator (ADO) form that is available on the Airservices Australia website.

**To meet the requirements of CASR 175.445,** *{insert aerodrome operator’s name}* ensures that**the AIP responsible person has been suitably trained so that they have the knowledge and competence to carry out their responsibilities.**

Where a change to the AIP responsible person is required, **a new ADO form will be submitted to Airservices informing them of the new appointment.** **This subsection of the manual will also be updated to reflect the change in nomination**.

#### NOTAM authorised person(s)

***(CASR 175.445(4)(5);******Part 139 MOS – 11.05(3))***

**Sample text**

Persons who are authorised to request the issue, review, and cancellation of NOTAMs at ***{insert aerodrome name}* Airportare listed below:**

|  |
| --- |
| ****NOTAM authorised person(s)**** |
| ***{insert particulars of persons}*** |

**To meet the requirements of CASR 175.445,** *{insert aerodrome operator’s name}* ensures that**these persons have been suitably trained so that they have the knowledge and competence to request the issue, review and cancellation of NOTAMs.**

The list of NOTAM authorised person(s) is also recorded in the NAIPS system that Airservices administers.

A NOTAM group manager who is responsible for maintaining and updating the NOTAM group is also recorded in the NAIPS system.

The NOTAM group manager for ***{insert aerodrome name}* Airport**is ***{insert NOTAM group manager}*.**

Where a change to the NOTAM group is required, the NOTAM group manager will update the NAIPS system. **This subsection of the manual will also be updated to reflect the change in NOTAM authorised person(s)**.

### **Changes to published aeronautical information**

***(CASR 175.455, 175.460; Part 139 MOS – 11.05(1)(a))***

**Sample text**

The AIP responsible person is authorised to request a change to information that is published in the AIP.

*{insert aerodrome operator’s name}* ensures that**all requests for a change adhere to** Airservices data quality requirements and are in a format that allows Airservices to readily identify the required change(s) to the existing published data or information, including any consequential changes.

**As soon as practicable after becoming aware of the change, a request for a change will be made in writing to Airservices at:** [docs.amend@airservicesaustralia.com](mailto:docs.amend@airservicesaustralia.com)**.**

*{insert aerodrome operator’s name}* ensures thata statement of any consultation undertaken is provided with the request for change if the data is expected to cause an aviation organisation to make plans for changes to the organisations’ operating procedures.

Once the request for a change has been submitted, theAeronautical Data Package / Section 2 of this manual will be amended to reflect the change in aeronautical information.

*{insert aerodrome operator’s name}* endeavours toensure thatlong-term changes are planned and incorporated into the AIP. Aeronautical information is updated quarterly. The Airservices document amendment calendar is published on the Airservices website. To best ensure the timely communication of a change to published information, the deadlines for submissions are monitored by the AIP responsible person.

### Advising NOTAM Office (NOF) of changes – aerodrome conditions / hazards

***(CASR 175.470; Part 139 MOS – 11.05(1)(b)(c))***

**Sample text**

In the event there is a change to the condition of the aerodrome facility, or there is a hazard to aircraft operations, a NOTAM authorised person will, as soon as possible after the condition or hazard is detected, request the issue of a NOTAM.

To request the issue of a NOTAM, the NOTAM authorised person will complete a NOTAM request form which is available on the Airservices website.

The completed NOTAM request form will be submitted electronically to the Notam Office (NOF) at: [nof@aiservicesaustralia.com](mailto:nof@aiservicesaustralia.com).

Alternatively, a NOTAM request form will be faxed to the NOF. The fax number for the NOF is:

02 6268 5044.

In an emergency or if the matter is urgent, the NOTAM authorised person may phone the NOF to request the immediate issue of a NOTAM. In these circumstances, the NOF can be contacted on:

02 6268 5063.

Urgent reports made by phone will be confirmed as soon as possible by the submission of a NOTAM request form forwarded either by e-mail or facsimile.

On submission of the request to issue a NOTAM, the NOTAM authorised person will obtain a copy of the published NOTAM through NAIPS to check the accuracy of that information which has been published. If an error is discovered, the discrepancy will be reported immediately to the NOF.

NOTAM will normally only be used in the case of operationally significant changes (reportable occurrences) that are required at short notice. The list of reportable occurrences is contained in subsection 3.2.6.1 of this manual.

### Reporting hazards that may adversely affect aviation safety to ATC

***(Part 139 MOS – 11.05(1)(d))***

**Sample text** – non-controlled aerodrome

As the aerodrome is not a controlled aerodrome, hazards that are of an urgent nature and may adversely affect aviation safety for aircraft en-route to the aerodrome will be communicated to *{insert Brisbane or Melbourne}* ATC centre. The contact phone number is *{insert phone number}.*

**Sample text** – controlled aerodrome (ATC)

Hazards that may adversely affect aviation safety and are of an urgent nature will be reported immediately to the onsite Air Traffic Control (ATC). The **aerodrome reporting officer will advise** ATC either by radio or phone (as appropriate):

1. Phone: ***{insert phone number in which ATC can be notified}***
2. Radio: {insert radio frequency used to notify ATC}.

**Hazards that may adversely affect aviation safety and are not of an urgent nature will be e-mailed to the onsite Air Traffic Control.**

**ATC e-mail: *{insert e-mail address}***

### ****Record keeping**** – ****reports****

***(Part 139 MOS – 11.05(2)(a)(b))***

**Sample text**

A copy of all NOTAMs requested by ***{insert aerodrome name}* Airportare:**

**Retained by: *{insert position}***

**Stored securely at: *{insert location}*.**

**A copy of all requests for change(s) to published information that are sent to Airservices docs amend are:**

**Retained by: *{insert position}***

**Stored securely at: *{insert location}*.**

**Copies of all requests are held on file for a minimum period of three (3) years from the date each request was made.**

**The AIP responsible person and NOTAM authorised person(s) have access to all reports held on file.**

**The accuracy and currency of all active NOTAMs requested by *{insert aerodrome name}* Airportis checked by the aerodrome reporting officer during the serviceability inspection process. Refer to subsection 3.2.4.1 of this manual.**

### ****Review of published information****

***(CASR Part 175.465; Part 139 MOS – 12.09(6)(a)(i); 12.11(11)(d)(i))***

**Sample text**

The *{insert position}* will review, at least once annually, the published aeronautical data and aeronautical information for which the aerodrome is responsible. Documented evidence of each review is:

Retained **by: *{insert position}***

Stored securely at: ***{insert location}*.**

*{insert aerodrome operator’s name}* ensures **the records of each review are kept for a minimum period of three (3) years from the date the review was completed.**

**In the event inaccurate information is identified during the review, the AIP responsible person will notify Airservices immediately.**

## Aerodrome serviceability inspections

***(Part 139 MOS – 11.03(1)(2))***

**Sample text**

This section documents the procedures for:

* scheduling, conducting and reporting on the results of routine aerodrome serviceability inspections and additional aerodrome serviceability inspections should the circumstances require them to be conducted
* communicating with ATC during the inspection (if applicable)
* taking prompt follow-up action(s) to ensure the correction of any unsafe conditions
* arranging a technical inspection if an unsafe condition is identified
* maintaining records of inspections.

### Positions with responsibilities

***(******CASR 139.080(2); 139.085(2); Part 139 MOS – 11.03(2)(a)-(d); 13.03(a)-(f))***

**Sample text**

The ***{insert position}* is responsible for managing the aerodrome’s serviceability inspections, ensuring that they occur in accordance with the requirements of the Part 139 MOS, and this manual.**

**The following is a list of personnel authorised to perform the functions of a reporting officer. The authorisation allows them to carry out serviceability inspections at *{insert aerodrome name}* Airport.**

|  |  |  |
| --- | --- | --- |
| ****Name**** | ****Position**** | ****Function**** |
| ***{insert reporting officer’s name}*** | ***{e.g. safety officer}*** | **Reporting Officer** |

**All personnel appointed as reporting officers have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.**

*{insert aerodrome operator’s name}* ensures **all** training activities for reporting officers are recorded to verify achieved competencies.

All reporting officers undergo recurrent training every two to five years as is recommended in guidance material published by CASA.

A training schedule has been established and is maintained by***{insert position}*. The training schedule** is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are:

Maintained by: ***{insert position}***

Stored securely at: ***{insert location}*.**

The ***{insert position}* is responsible for reporting the results of the inspections.**

The ***{insert position}* is responsible for taking follow-up action if an unsafe condition is identified during the inspection.**

### Routine serviceability inspections

***(Part 139 MOS – 11.03(1)(a)(i); 12.01(2)(3))***

**Sample text** – **no scheduled air transport operations**

**The aerodrome has no scheduled air transport operations. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).**

The serviceability inspections occur in accordance with the pre-determined schedule below:

|  |  |
| --- | --- |
| ****Day of Inspection**** | ****Inspection times**** |
| ***{insert day of the week}*** | *{insert details on when the inspection commences}* |
| ***{insert day of the week}*** | *{insert details on when the inspection commences}* |

**Sample text – scheduled air transport operations**

**The aerodrome has scheduled air transport operations. An aerodrome serviceability inspection is carried out on each day that an air transport movement is scheduled. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).**

The serviceability inspections occur in accordance with the pre-determined schedule below:

|  |  |
| --- | --- |
| ****Day of Inspection**** | ****Inspection times**** |
| ***{insert day of the week}*** | *{insert details on when the inspection commences}* |
| ***{insert day of the week}*** | *{insert details on when the inspection commences}* |

**Sample text – scheduled passenger air transport operations**

**The aerodrome has scheduled passenger air transport operations. An aerodrome serviceability inspection is carried out on each day that an air transport movement is scheduled. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).**

*{insert aerodrome operator’s name}* ensures **that the aerodrome serviceability inspections are completed before the first passenger air transport operation occurs.**

**Should the first air transport passenger movement occur before first light, an inspection of the safety critical elements is completed before the first movement occurs.**

**The safety critical elements are: *{insert safety critical elements e.g. FOD, visual aids, significant hazards}*.**

**Inspections of the remaining items will re-commence and be completed as soon there is sufficient daylight.**

The serviceability inspections occur in accordance with the pre-determined schedule below:

|  |  |
| --- | --- |
| ****Day of Inspection**** | ****Inspection times**** |
| ***{insert day of the week}*** | *{insert details on when the inspection commences}* |
| ***{insert day of the week}*** | *{insert details on when the inspection commences}* |

### Additional serviceability inspections

***(Part 139 MOS – 11.03(1)(a)(ii); 12.01(1)(a)-(d))***

**Sample text**

***{insert aerodrome name}* Airport**ensures that the reporting officer conducts additional serviceability inspections immediately any of the following occur:

* following an incident or accident
* a severe wind event, a severe storm or a period of heavy rainfall
* if a hazard to aircraft may be present on the manoeuvring area
* when requested in writing by CASA
* when requested by ATC
* when a pilot or ARFFS provider reports a hazard.

### Inspection procedures

***(Part 139 MOS – 11.03(1)(b))***

**Sample text**

When conducting a serviceability inspection, the reporting officer will ensure that the vehicle they use to complete the inspection is:

* in a sound mechanical state to prevent a breakdown, unsafe operation, and any spillage of fuel lubricant or hydraulic fluid
* lit in accordance with the requirements set out in subsection 3.5.3 of this manual
* equipped with a VHF radio capable of monitoring the CTAF and / or ATC frequency.

Reporting officers are instructed to maintain a continuous listening watch of the VHF radio at all times when operating on the manoeuvring area.

Procedures for conducting runway inspections, including the direction of travel, communication procedures, actions in the event of a communication failure or vehicle breakdown etc. are documented in the *{insert document e.g. Airside Vehicle Control Handbook}.*

This is a subsidiary document to this manual and is available at: *{insert location}.*

#### Inspection items

***(Part 139 MOS – 12.03(3)-(11))***

**Sample text**

When performing each serviceability inspection, **aerodrome reporting officers** will check:

1. The surface condition of the movement area (which also includes runway and taxiway strips) looking for the following:
2. surface irregularities, including cracking or spalling
3. pavement deflections, including rutting or slipping
4. water pooling or ponding
5. build-up of rubber or other contaminants which may reduce runway surface friction
6. surface damage caused by the spillage of corrosive fluids or oil
7. subsurface leaks or pressure, including broken water mains or inadequate or defective drainage
8. scour or erosion ditches within unsealed areas, including step-downs from sealed runway surfaces
9. termite mounds, sink holes or other ground obstacles obscured, or not obscured, by grass
10. soft ground, particularly in combination with surface roughness and slipperiness
11. any other signs of pavement distress which have the potential to develop into a hazard for aircraft.
12. Aerodrome markings, lighting, wind direction indicators and ground signals for the following:
13. loss of visibility markers and markings
14. incorrect markers or markings
15. any disturbance to the correct intensity level and alignment of lights
16. discoloured or dirty lenses
17. unserviceable lights, incorrectly fitted lights, or lights that are misaligned
18. stand-by power equipment, to ensure that it is serviceable including the availability of fuel (if applicable)
19. the condition of light bases, MAGS and navigation equipment within the movement area, including strips
20. exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips
21. damage to the wind indicator assembly or mounting
22. for wind indicators – damage to sleeve fabric or loss of conspicuous colour
23. the correct operation of the pilot activated lighting (if installed)
24. the correct operation of the broadcast aerodrome weather station (if installed).
25. The cleanliness of the movement area looking for the following:
26. foreign objects, for example, aircraft fastening devices and other aircraft parts
27. work tools, small items of equipment and personal items
28. debris, for example, sand, loose rocks, concrete, wood, plastic, pieces of tyre, mud and any other foreign bodies
29. hazards created during and after construction activity, including hazards arising from vehicles and plant travelling over unpaved, wet or contaminated areas.
30. For any obstacles infringing the take-off, approach, transitional and PANS-OPS surfaces that are visible from the aerodrome, specifically:
31. the take-off, approach and transitional elements of the OLS
32. PANS-OPS airspace, including any critical obstacles that would otherwise affect the safety or integrity of PANS-OPS airspace.
33. For wildlife on, or in the vicinity of, the movement area:
34. the condition of aerodrome fencing and the security of access points to the movement area
35. monitoring the presence and behaviour of any wildlife on, or likely to be on, the aerodrome, and identifying seasonal and environmental conditions which may act as an attractant
36. monitoring evidence of wildlife shelter provided by aerodrome infrastructure, for example, buildings, equipment and gable markers
37. checking for off-aerodrome wildlife attraction sources, observable from the aerodrome site, for example, mowing activities, seeding, standing water bodies, uncovered waste disposal, deceased wildlife or offal
38. the presence and operating condition of any wildlife hazard mitigating equipment incorporated into the wildlife hazard management procedures for the aerodrome.
39. Where the runway and runway strip surfaces are unrated, an empirical assessment of the runway, and the runway strip if it is available for aircraft operations, will be conducted to confirm their suitability.
40. Aerodrome fencing and signage to:
41. identify any damage
42. confirm gates are secured
43. ensure there has been no attempted entry onto the manoeuvring area by either land-based wildlife or unauthorised persons.
44. Active NOTAMs requested by the aerodrometo ensure they are accurate and current.
45. The aerodrome frequency response unit to verify that it is functioning correctly.

A**ll items and the areas that are to be checked as part of each aerodrome serviceability inspection are identified** in a checklist titled ***{insert name of inspection checklist / system / form}.***

**The checklist is a subsidiary document to this manual and is available at: *{insert location}***

### Communicating with ATC during inspection (if applicable)

***(Part 139 MOS – 11.03(1)(g))***

**Sample text** – non-controlled aerodrome

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** - controlled aerodrome

When conducting a serviceability inspection, the **reporting officer** obtains ATC approval to enter and operate within the manoeuvring area.

All instructions issued by ATC will be acknowledged and responded to appropriately. Radio procedures, including terminology, and procedural requirements when operating on the manoeuvring area are documented in: *{insert document e.g. Airside Vehicle Control Handbook}*

This is a subsidiary document to this manual and is available at: *{insert location}.*

### Reporting inspection results

***(Part 139 MOS – 11.03(1)(c); 12.03(12))***

**Sample text**

*{insert aerodrome operator’s name}* ensures that any significant object found during the serviceability inspection that could reasonably be expected to have an immediate adverse effect on the safety of an aircraft is reported to ATC in accordance with subsection 3.1.4 of this manual.

At the completion of each aerodrome serviceability inspection, the reporting officer records the following information on the***{insert name of inspection checklist / system / form}*:**

* the date and time the serviceability inspection was completed
* the results of the inspection
* a description of any remedial action taken or scheduled to be taken.

All identified faults that require further corrective action are entered in the***{insert name of maintenance database / logbook etc.}*.**

**Any works activities that are required to correct these faults are conducted in accordance with** the works protocols set out in section 3.10 of this manual.

**When the fault has been rectified, an entry to confirm the corrective action is complete is made in the *{insert name of maintenance database / logbook etc.}*.**

**Faults that remain open are subject to regular monitoring.**

In the event the aerodrome serviceability inspection identifies a reportable occurrence as prescribed in subsection 3.2.6.1 below, a NOTAM authorised person is to contact the NOF to request the issue of a NOTAM. This request is to be made as soon as possible after it is observed and e in accordance with subsection 3.1.3 of this manual.

The NOTAM authorised person has been instructed to provide as much detail as available. Should additional information become known, a revised NOTAM is to be submitted as soon as possible.

At a controlled aerodrome, the **aerodrome reporting officer** is to advise ATC of any finding identified during the serviceability inspection that requires the issue of a NOTAM.

#### Reportable occurrences to the NOTAM Office

***(Part 139 MOS – 11.03(1)(c); 12.04(1)(a)-(i))***

**Sample text**

A report to the NOF will be made on identification of the following:

* published runway information – any change (whether temporary or permanent), including changes to current information contained in permanent NOTAMs or in the AIP
* aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces – includes time-limited works that require more than 10 minutes to restore normal safety standards
* aerodrome lighting / obstacle lighting – outage or unserviceability, unless the outage or unserviceability is fixed immediately, or does not meet the required outage limits
* temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately
* any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitute a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately
* any change to gradients within the take-off climb area that is due to a new or changed obstacle which results in a change to the gradient of more than 0.05% from the published gradient data for the runway, unless that new or changed obstacle can be removed without delay
* the emergence of new obstacles, unless the new obstacle is removed immediately
* a radio navigation aid or landing aid owned by *{insert aerodrome operator’s name}* is unserviceable or has returned to service
* any other event which affects the safety of aircraft using the aerodrome, unless the event is ceased immediately.

### Prompt follow-up action to correct unsafe conditions

***(Part 139 MOS – 11.03(1)(d); 12.04(2)(3(4))***

**Sample text**

In the event the aerodrome serviceability inspection identifies an **unsafe condition,** the **aerodrome reporting officer will:**

* immediately report the unserviceability to ATC (if applicable)
* if urgent, advise the NOF via the phone to request the immediate issue of a NOTAM
* mark the unserviceable portion of the movement area so that it is not available by deploying the appropriate markers, markings, and lighting in accordance with the Part 139 MOS
* submit a request to issue a NOTAM (if applicable)
* if issued, verify the accuracy of the NOTAM information published by Airservices
* arrange for a technical inspection as soon as practicable
* arrange for repairs to the affected area ensuring that works requirements are adhered
* confirm the suitability of the repairs and the serviceability of the affected areas before returning to normal operations
* cancel the NOTAM (if applicable)
* advise ATC (if applicable).

### Technical inspection of identified unsafe condition

***(Part 139 MOS – 11.03(1)(e); 12.08; 12.09; 12.10(2)(d))***

**Sample text**

If any unsafe condition is identified during the serviceability inspection, **a technical inspection of the area impacted by the defect or deficiency will be immediately carried out in accordance with section 12.09 of the Part 139 MOS.**

**When arranging the technical inspection, the *{insert position}* will ensure that the person engaged to conduct the inspection has the required technical qualifications and experience, or demonstrable relevant experience, as required by section 12.10 of the Part 139 MOS.**

**A copy of the person’s qualifications and relevant experience will be included in the resulting technical inspection report or maintained as part of the aerodrome manual.**

**On receipt of the technical inspection report, the recommendations will be reviewed by *{insert position / committee}* and agreed corrective actions will be entered into a corrective actions plan. Where a recommendation is not supported, the reasons the recommendation was not supported will also be documented in the corrective actions plan. A timeframe for implementation will be recorded.**

**The corrective actions plan will be retained on file at** *{insert location}.***The corrective actions plan will be reviewed regularly and updated by** *{insert position}***.**

**The technical inspection report will be retained for a minimum period of three (3) years at *{insert location}*.**

Within 30 days of receiving the technical inspection report, the *{insert position}* will send a copy of the report to CASA via e-mail at: [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au)

### Maintaining inspection records

***(Part 139 MOS – 11.03(1)(f); 11.04(1)(d); 12.03(12))***

**Sample text**

Completed inspection records are:

Filed: *{electronically / in hard copy}*

Stored securely at: *{insert location}*.

The results of each aerodrome serviceability inspection are retained for a minimum period of two (2) years from the date the inspection was completed.

## Aerodrome lighting

**Sample text**

This section documents the procedures for:

* inspecting and maintaining aerodrome lighting, and obstacle lighting that is maintained by *{insert aerodrome operator’s name}*
* carrying out routine maintenance and emergency maintenance
* monitoring the supply of secondary and stand-by power (if provided)
* responding to a partial or total power system failure
* taking follow-up action(s) to correct deficiencies
* maintaining records of inspections
* monitoring hazardous lights, lasers, and reflection or glare within the aerodrome boundary.

### Personnel with responsibilities

***(Part 139 MOS – 11.04(2)(a)-(f))***

**Sample text** – no aerodrome lighting (including portable lighting), and no obstacle lighting maintained by the aerodrome operator

There is no aerodrome lighting; therefore, the following responsibilities are NOT APPLICABLE:

1. Carrying out lighting inspections
2. Maintaining the records of inspections
3. Taking follow-up action if an unsafe condition is identified during inspection
4. Operating aerodrome lighting, including switching systems, back-up supply systems, and portable lighting equipment
5. Performing maintenance on aerodrome lighting

However, monitoring of hazardous lights, lasers, reflection or glare within the aerodrome boundary remains the responsibility of and is regularly conducted by:

Individual / position: ***{insert individual or position}***

**Sample text** – aerodrome has lighting

The following individuals or positionshave responsibilities for each lighting-related activity:

1. **Carrying out lighting inspections**

Individual / position: ***{insert individual or position}***

1. **Maintaining the records of inspections**

Individual / position: ***{insert individual or position}***

1. **Taking follow-up action if unsafe condition identified during inspection**

Individual / position: ***{insert individual or position}***

1. **Operating aerodrome lighting, including switching systems, back-up supply systems, and portable lighting equipment**

Individual / position: ***{insert individual or position}***

1. **Performing maintenance on aerodrome lighting**

Individual / position: ***{insert individual or position}***

1. **Monitoring hazardous lights, lasers, reflection or glare within the aerodrome boundary**

Individual / position: ***{insert individual or position}***

### Aerodrome lighting **–** inspection and maintenance

***(Part 139 MOS – 9.136(2); 9.138(4); 11.04(1)(a))***

**Sample text –** no aerodrome lighting (including portable lighting)

**There is no lighting installed on the aerodrome, and no portable lighting available at the aerodrome; therefore, this subsection is NOT APPLICABLE.**

**Sample text – aerodrome has lighting**

**The reporting officer carries out a visual inspection of aerodrome lighting as part of the routine serviceability inspection process. The lights will be switched on so that their serviceability can be assessed.**

**At least one inspection each week will occur after sunset or before sunrise.**

**The inspection, reporting the results of the inspection, and any follow-up actions that are required, will occur in accordance with the serviceability inspection process outlined in section 3.2 of this manual.**

**In addition to the serviceability inspection, inspection and maintenance activities for each lighting system will occur in accordance with the table below.**

|  |  |  |  |
| --- | --- | --- | --- |
| ****Aerodrome lighting systems**** | ****Inspection schedule**** | ****Items to be inspected or checked**** | ****Maintenance activities**** |
| ***{insert lighting system e.g. Runway* *edge lighting}*** | *{insert inspection interval or cyclic date e.g. weekly}* | *{insert description of items to be checked during the inspection}* | *{insert description of maintenance activities to be undertaken during the inspection}* |

### Obstacle lighting maintained by aerodrome operator **–** inspection and maintenance

***(Part 139 MOS – 11.04(1)(a))***

**Sample text - no obstacle lighting maintained by aerodrome operator**

**There is no obstacle lighting maintained by *{insert aerodrome name}* Airport; therefore, this subsection is NOT APPLICABLE.**

**Sample text - obstacle lighting maintained by aerodrome operator**

**Inspection and maintenance of the obstacle lights maintained by *{insert aerodrome name}* Airport occur in** accordance with the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ****Obstacle type / location**** | ****Obstacle light type**** | ****Inspection schedule**** | ****Items to be inspected or checked**** | ****Maintenance activities**** |
| ***{insert obstacle type and location e.g.* *Lit mast 337DEG MAG / 2.28NM FM AD}*** | ***{insert obstacle light type e.g. medium intensity obstacle light (flashing red light)}*** | *{insert inspection interval or cyclic date e.g. every three months}* | *{insert description of items to be checked during the inspection}* | *{insert description of maintenance activities to be undertaken during the inspection}* |

**Procedures for recoding inspection and maintenance activities are included in subsection 3.3.8 of this manual.**

**In addition, the aerodrome reporting officer carries out a visual inspection of all obstacle lighting in accordance with subsection 3.7.10 of this manual. The inspection, reporting the results of the inspection, and any follow up action(s) that are required are conducted in accordance with procedures included in subsection 3.7.11 of this manual.**

### **Portable runway lights** – **inspection and maintenance**

***(Part 139 MOS – 9.07(3)(a))***

**Sample text** – no portable runway lights

**No portable runway lights are available for use at the aerodrome; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – portable runway lights

Portable runway lights are available at the aerodrome. Their availability is notified in the AIP-ERSA. Portable runway lights will always be in a serviceable condition and ready to operate in the event they need to be deployed.

The following is an inventory of portable runway lighting. Inspection and maintenance of these lights occurs in accordance with the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ****Portable runway lights**** | ****Storage location**** | ****Inspection schedule**** | ****Items to be inspected or checked**** | ****Maintenance activities**** |
| ***{insert number and colour of lights e.g. 26 x white runway edge lights}*** | *{insert storage location e.g. works shed}* | *{insert inspection interval or cyclic date e.g. weekly}* | *{insert description of items to be checked during the inspection}* | *{insert description of maintenance activities to be undertaken during the inspection}* |

Procedures for recording inspection and maintenance activities are included in subsection 3.3.8 of this manual.

### Monitoring secondary power supply

***(Part 139 MOS – 9.04; 9.05; 11.04(1)(b))***

**Sample text** – no secondary power supply

A secondary power supply is not available at ***{insert aerodrome name}* Airport; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – secondary power supply

A secondary power supply is available at the aerodrome. The type, location, lighting systems and the switchover times are recorded below:

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary power supply type | Location of secondary power source | Lighting systems | **Switchover times** |
| *{insert type}* | *{insert location}* | *{insert lighting system e.g. runway 06 approach lighting}* | *{insert switchover time e.g. 15 seconds}* |

The secondary power supply will be monitored by the *{insert position}* in accordance with the following procedure: *{insert procedure for monitoring the secondary power supply}.*

### Monitoring standby power supply

***(Part 139 MOS – 11.04(1)(b))***

**Sample text** – no standbypower supply

Standby power is not available at ***{insert aerodrome name}* Airport; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – standbypower supply – automatically activated

Standby power is available at ***{insert aerodrome name}* Airport***.*

The standby power supply is automatically activated.

The availability of standby power is notified in AIP ERSA.

The supply of standby power will be monitored by *{insert position}* in accordance with the following procedure: *{insert procedure for monitoring the standby power supply}.*

**Sample text** – standbypower supply – manually activated

Standby power is available at ***{insert aerodrome name}* Airport***.*

The standby power supply is manually activated.

The availability of standby power is notified in AIP ERSA.

As published in AIP ERSA, the expected activation time is *{insert time}.*

The standby power will be manually activated by *{insert position}* as soon as possible after the need arises.

Manual activation of the standby power supply occurs in accordance with the following procedure: *{insert procedure for manual activation}.*

The supply of standby power will be monitored by *{insert position}* in accordance with the following procedure: *{insert procedure for monitoring the standby power supply}.*

### Lighting inspections and checks

***(Part 139 MOS – 11.04(1)(c))***

**Sample text** – no aerodrome lighting

**There is no lighting installed on the aerodrome; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – items to be inspected

In addition to the inspections outlined in subsection 3.3.2, inspection and maintenance activities for each lighting system will occur in accordance with the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| ****Aerodrome lighting systems**** | ****Inspection schedule**** | ****Items to be inspected or checked**** | ****Maintenance activities**** |
| ***{insert lighting system e.g. T-VASIS, PAPI, approach lighting etc.}*** | *{insert inspection interval or cyclic date e.g. quarterly}* | *{insert description of items to be checked during the inspection}* | *{insert description of maintenance activities to be undertaken during the inspection}* |

Procedures for recording inspection and maintenance activities are included in subsection 3.3.8 of this manual.

Aerodrome lighting inspections carried out as part of the Aerodrome Technical Inspection will be conducted in accordance with section 3.9 of this manual.

**Each lighting system and the list of specific elements to be inspected and checked is** contained in***{insert name of inspection checklist / system / form}*, which is available at *{insert location}*.**

### Maintaining lighting inspections records and follow-up actions

***(Part 139 MOS – 11.04(1)(d))***

**Sample text** – no aerodrome lighting

**There is no lighting installed on the aerodrome, there are no portable runway lights available, nor are there any obstacle lights that are maintained by *{insert aerodrome name}* Airport; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – aerodrome lighting available

At the completion of each lighting inspection, the *{insert position}* records the following information on the *{insert name of inspection checklist / system / form}:*

* the date and time the inspection was completed
* the person responsible for completing the inspection
* the results of the inspection
* a description of any action taken.

All identified faults that require further corrective action are to be entered into the *{insert name of maintenance database / logbook etc.}*. Any works activities that are required to correct these faults are to be conducted in accordance with the works protocols set out in section 3.10 of this manual.

**When the fault has been rectified, an entry will be made in the *{insert name of maintenance database / logbook etc.}* confirming the corrective action is complete.**

**Faults that remain open are to be subject to regular monitoring.**

### Switching lights on and off & intensity selection

***(Part 139 MOS – 11.04(1)(e))***

**Sample text** – no aerodrome lighting

**There is no lighting installed at *{insert aerodrome name}* Airport; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – aerodrome lighting available

The lighting system is operated by: ***{insert method of operation i.e. ATC (ATS provider)}*.**

**The data on the operating current and the corresponding intensity selection is recorded in the table below:**

|  |  |  |
| --- | --- | --- |
| Lighting system | Operating current | Intensity selection |
| *{insert lighting system}* | *{insert operating current}* | *{insert corresponding intensity selection}* |

The procedures for switching lights on and off, including the intensity selection, are as follows: *{insert arrangements for switching lights on and off, including the intensity control and selection}.*

### Back-up arrangements for PAL system

***(Part 139 MOS – 9.23(1)(b);******11.04(1)(e))***

**Sample text** – no PAL system

There is no pilot-activated lighting (PAL) system at ***{insert aerodrome name}* Airport**; therefore, this subsection is NOT APPLICABLE.

**Sample text** – PAL system (automatically activated)

The pilot-activated lighting (PAL) system has been designed so that, if it fails, then provision of aerodrome lighting will continue becausethe lighting facilities will be automatically turned on in the event of the PAL failure.

**Sample text** – PAL system (manually activated) – no key required

The pilot-activated lighting (PAL) system has been designed so that, if it fails, it can be manually activated.

A bypass switch has been provided that allows manual activation of the lights. The bypass switch is located *{insert location of manual switch}.*

***{insert aerodrome name}* Airport** has issued written authorisation for manual activation of the lights, if required, to *{insert name of responsible person}*. A copy of the authorisation has been retained on file and is available at *{insert location}.*

The manual activation switch is accessible without a key.

**Sample text** – PAL system (manually activated) – key required

The pilot-activated lighting (PAL) system has been designed so that, if it fails, it can be manually activated.

A bypass switch has been provided that allows manual activation of the lights. The bypass switch is located *{insert location of manual switch}.*

***{insert aerodrome name}* Airport** has issued written authorisation for manual activation of the lights, if required, to *{insert name of responsible person}*. A copy of the authorisation has been retained on file and is available at *{insert location}.*

*{insert name of responsible person}* has been issued a key to readily access the manual activation switch at all times when required.

### Routine and emergency lighting maintenance

***(Part 139 MOS – 11.04(1)(f))***

**Sample text** – no aerodrome lighting

**There is no lighting installed at *{insert aerodrome name}* Airport; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – aerodrome lighting available

Routine maintenance is carried out in accordance with the following procedures: *{insert arrangements for carrying out routine maintenance}*

Emergencymaintenance is carried out in accordance with the following procedures: *{insert arrangements for carrying out emergency maintenance}*

### Partial or total power system failure

***(Part 139 MOS – 11.04(1)(g))***

**Sample text** – no aerodrome lighting

**There is no lighting installed at *{insert aerodrome name}* Airport; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – aerodrome lighting available

In the event of a partial or total power system failure, the following procedures are to be followed: *{insert actions that are to occur in the event of a partial or total system failure}*

### Monitoring hazardous lights, lasers, reflection or glare

***(Part 139 MOS – 9.143(2)(a)(3)(4)(5)(8); 9.144(2);******11.04(1)(h))***

**Sample text**

The *{insert position}* is to notify CASA in writing immediately when they become aware of any installation, or a proposal to install, or use any installation, equipment or laser, outside the aerodrome boundary that may have lighting or lighting intensity greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Before proceeding to install or use any installation, equipment, or lasers within the boundary of the aerodrome, the *{insert position}* will report the following proposals to CASA so that a hazard assessment can be undertaken:

* installation of any equipment or lighting which would reflect sunlight (including solar panels, lasers, mirrors, or reflective building cladding)
* lighting that will emit multiple colours from a single source
* lighting that will result in rapid change in light colour
* flashing lights
* lighting that may have a lighting intensity that is greater than that specified in Figure 9.144(2) of the Part 139 MOS.

***{insert aerodrome name}* Airport** will not proceed with any proposal until CASA has assessed, and approved in writing, confirming the installations will not cause a hazard to aircraft operations.

### Commissioned lighting systems

***(Part 139 MOS – 9.18(8))***

**Sample text** – no lighting

There are no lighting systems at ***{insert aerodrome name}* Airport**that are required to be, or have been commissioned; therefore, this subsection is NOT APPLICABLE.

**Sample text** – commissioned lighting

***{insert aerodrome name}* Airporthas commissioned** the following lighting systems:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Commissioning documentation | | |
| Lighting system | Date commissioned | Independent compliance statement / laboratory test report | Ground check report | Flight check report |
| ***{insert lighting system e.g. RWY 21 approach lighting}*** | ***{insert date lighting system was commissioned}*** | ***{insert particulars to identify report / insert file location of document}*** | ***{insert particulars to identify report / insert file location of document}*** | ***{insert particulars to identify the report / insert file location of document}*** |

### Commissioning a new or upgrading / replacing an existing lighting system

***(Part 139 MOS – 9.17(1)-(10); 9.18(1)-(8))***

**Sample text**

***{insert aerodrome name}* Airport** will not commission a new aerodrome lighting system, or permit the use of a lighting system that has been replaced or upgraded, until:

* compliance statements from the manufacturer and the supplier, or, a test report from an accredited laboratory (as per sub**paragraph** 9.17(1) of the Part 139 MOS), confirm that light fitting types, models and versions comply with the standard for photometric and other relevant characteristic specified in the Part 139 MOS
* a ground check has been completed by an appropriately qualified person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS
* if applicable, a flight check has been completed by a CASA approved person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS.

Once full compliance with the Part 139 MOS has been confirmed, a **NOTAM authorised personis to** request the issue of a NOTAM advising that the lighting system is available. The AIP responsible person is to advise Airservices of the particulars of the lighting system for publication in the AIP.

**The *{insert position}*** will provide a copy of the ground check determination, and the flight check report (if applicable), to CASA via e-mail to: [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au).

All compliance statements / laboratory test reports, ground check, and flight check reports will be retained by the ***{insert position}* and stored** securely at***{insert location}.***

**Subsection 3.3.14 of this manual is to be amended to include the particulars of the newly commissioned lighting system(s).**

**All reportsand commissioning** records are retained for as long as the lighting system remains in service.

## Unauthorised entry to aerodrome

***(Part 139 MOS – 11.11)***

**Sample text**

This section details how unauthorised persons, vehicles, equipment, mobile plant, animals, or other things that may endanger the safety of aircraft, are prevented from entering onto the movement area, including procedures for:

* controlling airside access
* monitoring airside access control points and barriers.

### Controlling airside access

***(Part 139 MOS – 11.11(a))***

**Sample text – non-security controlled aerodrome**

**To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:**

* **Type of fence: *{insert type e.g. steel chain mesh}***
* **Height of fence: *{insert fence height e.g. 2 m}*.**

***{Insert aerodrome operator’s name}* ensures that only authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome.**

**For those persons not authorised, escorted access is provided as required.**

**Airside access gates are:**

* **Located at: *{insert map or details of the gate locations}.***
* **Always locked by: *{insert means of locking e.g. padlock or electronic access control system.}***
* **Keys and / or electronic access cards are issued by: *{insert position}.***
* **A register of issued keys and / or access cards is maintained by: *{insert position}.***
* **An audit of issued and unissued keys and / or access cards is conducted annually by: *{insert position}.***

**Restricted access signs are located at regular intervals along the boundary fence, at each airside access gate, and at each building that provides direct access airside. The signs are located such that at least one sign is visible to a person approaching the secure perimeter.**

**Airport tenants are responsible for controlling airside access through their leased areas. Any unauthorised entry observed by the tenant is to be reported immediately to *{insert position}.***

**Only authorised vehicles driven by an airside driver are permitted airside. Refer to section 3.5 of this manual.**

**Animals are only permitted airside if caged or restrained.**

**Sample text –security-controlled aerodrome**

**As *{insert aerodrome name}* Airport** is **a security-controlled aerodrome, persons in security restricted areas are required to display a valid Aviation Security Identification Card (ASIC) or, a Visitor Identification Card (VIC) and be escorted by an ASIC holder. All persons not displaying a valid ASIC / VIC are to be challenged and escorted from the secure area.**

**To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:**

* **Type of fence: *{insert type e.g. steel chain mesh}***
* **Height of fence: *{insert fence height e.g. 2 m}*.**

***{Insert aerodrome operator’s name}* ensures that access is only permitted in accordance with the access control procedures:**

* **Name of procedures: *{insert name of document}***
* **Available at: *{insert*** *a* ***link to document, or site location of document}.***

**Only authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome. For those persons not authorised, escorted access is provided as required.**

**Manned airside access gates are:**

* **Located at: *{insert map or details of the gate locations}*.**
* **Always manned by: *{insert details of responsible position / company}*.**

**Unmanned airside access gates are:**

* **Located at: *{insert map or details of the gate locations}*.**
* **Always locked by: *{insert means of locking e.g. padlock or electronic access control system}*.**
* **Keys and / or electronic access cards are issued by: *{insert position}*.**
* **A register of issued keys and / or access cards is maintained by: *{insert position}.***
* **An audit of issued and unissued keys and / or access control cards is conducted annually by: *{insert position}.***

**Restricted access signs are located at regular intervals along the boundary fence, at each airside access gate, and at each building that provides direct access airside. The signs are located such that at least one sign is visible to a person approaching the secure perimeter.**

**Airport tenants are responsible for controlling airside access through their leased areas. Any unauthorised entry observed by the tenant is to be reported immediately to *{insert position}.***

**Only authorised vehicles driven by ‘an airside driver’ are permitted airside. Refer to section 3.5 of this manual.**

**Animals are only permitted airside if caged or restrained.**

### Monitoring airside access points and barriers

***(Part 139 MOS – 11.11(b))***

**Sample text**

**The reporting officer carries out a visual inspection of the perimeter fence and airside access gates as a part of the aerodrome serviceability inspection process. The inspection, reporting the results of the inspection, and any follow-up action(s) that is required, is to occur in accordance with the process outlined in section 3.2 of this manual.**

**Additional fence and access gate inspections are conducted:**

**By: *{insert position}.***

**When: *{insert frequency or reasons for additional inspections}.***

**These additional inspections are recorded: *{insert logbook / system}*.**

**In the event there is evidence of unauthorised entry by persons or wildlife, or the fence or access gates are compromised, the fence or access gates are to be re-secured where possible, and an airside inspection undertaken immediately to ensure there are no unauthorised persons, or wildlife, on the aerodrome.**

**Damaged fences or gates will be** entered in the ***{insert name of maintenance database / logbook etc.}*, in accordance with the process outlined subsection 3.2.6 of this manual, and are repaired as soon as possible.**

## Airside vehicle control

***(Part 139 MOS – 11.14)***

### Permit system for airside vehicles

***(Part 139 MOS – 11.14(a); 14.02(a))***

**Sample text** – aerodrome has 350,000 or less air transport passenger movements / 100,000 or less aircraft movements

A permit system for airside vehicles is not required as the aerodrome does not, in a financial year, have more than 350,000 air transport passenger movements, or more than 100,000 aircraft movements; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aerodrome has more than 350,000 air transport passenger movements / 100,000 or more aircraft movements

A permit system for the operation of vehicles airside has been established.

**The permit issuing authority is: *{insert name of permit issuing authority e.g. Sample Airport}.***

Details of the airside vehicle **permit system are contained in the: *{insert name of document e.g. Airside Vehicle Control Handbook}.***

**This is a subsidiary document to this is manual and is available at: *{insert location}*.**

### Vehicles and ground equipment operated airside

***(Part 139 MOS – 14.03(1)(a)(b))***

**Sample text**

***{insert aerodrome name}* Airport**ensures that all vehicles and ground equipment operated airside **are maintained in a sound mechanical state to prevent a** breakdown or unsafe operation, and any spillage of fuel, lubricant or hydraulic fluid.

***{insert aerodrome name}* Airport**requires:

* **vehicles operating airside to hold state registration confirming they are maintained in a roadworthy condition**
* **in the event an airside vehicle does not, or cannot obtain state registration, the owner of the vehicle is to provide a statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period**
* e**vidence that vehicles comply with lighting and radio requirements (as applicable)**
* **a certificate of insurance with valid cover for the use of the vehicle within the airside area of the aerodrome.**

**A list of authorised vehicles is:**

* **Maintained by: *{insert position}***
* **Available at: *{insert location of authorised vehicle list}.***

**To ensure the requirements of this manual are achieved, *{insert aerodrome name}* Airport can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.**

**In the event that an inspection is not carried out, or the inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle is to be denied access. If the vehicle is already airside, the operator of the vehicle is to be instructed to remove the vehicle from the airside.**

**A list of vehicles that have been removed from the airside or denied access is:**

* **Maintained by: *{insert position}***
* **Available at: *{insert location of list}.***

**A vehicle that is denied access or has been removed from the airside at the direction of *{insert aerodrome name}* Airport is not to be authorised to re-enter the airside until an inspection has been completed and a satisfactory vehicle condition statement has been received.**

### ****Airside vehicle lighting requirements****

***(Part 139 MOS – 14.05(1)-(11))***

**Sample text - no scheduled air transport operations / not an international aerodrome**

**As the aerodrome does not have scheduled air transport operations and the aerodrome is not an international aerodrome, vehicles operating during the day may, as a minimum, use the standard manufacturer-fitted vehicle hazard warning lights.**

**Vehicles operating at night will display lights that are visible in all directions.**

**Except for a vehicle that is under escort, all vehicles will be lit when moving or operating on:**

* **a runway / runway strip**
* **a taxiway / taxiway strip**
* **the movement area at night**
* **during periods of low visibility.**

**Sample text - scheduled air transport operations / international aerodrome**

**As the aerodrome has scheduled air transport operations or is an international aerodrome, all vehicles, during daylight hours and at night, are to display a flashing or rotating light on the top of the vehicle that complies with the specifications listed in subparagraph 14.05(8) of the Part 139 MOS when moving or operating on:**

* **a runway / runway strip**
* **a taxiway / taxiway strip.**

**All other vehicles operating airside during periods of low visibility, or when on the aprons at night, are to display a light on the top of the vehicle. If a light cannot be suitably placed on the top of the vehicle, additional lights are to be displayed so that the vehicle is visible in all directions.**

**During daylight hours only, a vehicle directly connected to an aircraft is permitted to display the standard manufacturer-fitted vehicle hazard warning lights, rather than a light on the top of the vehicle.**

### ****Vehicles on manoeuvring area****

***(Part 139 MOS – 14.03(4)(8); 14.04)***

**Sample text** – aerodromes with no advanced surface movement guidance control system (ASMGCS)

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the CTAF and / or ATC frequency. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

**Sample text** – aerodromes with advanced surface movement guidance control system (ASMGCS)

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the ATC frequency. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

***{insert aerodrome name}* Airport** has a ground surveillance system in operation. All vehicles operating where the ground surveillance system is in operation have compatible operational ground surveillance equipment which meets the specifications described in section 14.04 of the Part 139 MOS.

### Airside drivers – training

***(Part 139 MOS – 14.01(1)-(4), 14.02(b); 11.14(b))***

**Sample text - no scheduled air transport operations**

**As *{insert aerodrome name}* Airport does not have scheduled air transport operations, drivers not under escort, and who are operating a vehicle airside, are** inducted to understand the following:

* the terminology used to describe the movement area
* the purpose and location of all airside areas
* hazardous or prohibited areas on the airside
* the significance of aerodrome visual aids and signs.

Induction details:

* induction method: ***{insert details of induction method}*.**

**Sample text - scheduled air transport operations with fewer than 350,000 air transport passenger movements / fewer than 100,000 less aircraft movements**

**As *{insert aerodrome name}* Airport has scheduled air transport operations with 350,000 or less air transport passenger movements / 100,000 or less aircraft movements, drivers not under escort and who are operating a vehicle airside, are** trained to know and understand the following:

* the terminology used to describe the movement area
* the purpose and location of all airside areas
* hazardous or prohibited areas on the airside
* the significance of aerodrome visual aids and signs.

Training details:

* Training method: ***{insert details of training methods}***
* Responsible for records: ***{position}***
* **Stored securely at: *{location}***

**Sample text -** aerodrome has more than 350,000 air transport passenger movements / 100,000 or more aircraft movements

**As *{insert aerodrome name}* Airport has more than 350,000 air transport passenger movements / 100,000 or more aircraft movements, drivers not under escort and who are operating a vehicle airside, are** trained to know and understand the following:

* the terminology used to describe the movement area
* the purpose and location of all airside areas
* hazardous or prohibited areas on the airside
* the significance of aerodrome visual aids and signs.

Training details:

* Training method: ***{insert details of training methods}***
* Responsible for records: ***{position}***
* **Stored securely at: *{location}.***

A **competency assessment is also conducted.**

Competency assessment details:

* Competency assessment method: **{insert details of assessment methods}**
* Responsible for records: ***{position}***
* Stores securely at: {location}

### ****Vehicles in proximity to aircraft****

***(Part 139 MOS – 14.03(3))***

**Sample text**

Airside drivers must give way to aircraft.

Airside vehicles are to remain clear of the runway, runway strip, taxiway(s), or taxiway strip(s) when they are in use or available to be used by aircraft unless there is a safety-related or operational requirement for vehicles to operate in these areas.

Airside vehicles are not to be driven:

* in a manner likely to endanger the safety of any person or create a hazard to aircraft operations
* under an aircraft, or within three (3) m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft
* within 15 m of refuelling aircraft
* when drivers are affected by alcohol or drugs as per CASR Part 99.

All vehicles operated within 15 m of an aircraft’s fuel tank filling points and vent outlets during fuelling operations comply with Appendix 1 of Civil Aviation Order 20.9.

### ****Movement area speed limits****

***(Part 139 MOS – 14.03(2)(a))***

**Sample text**

Speed limits are explained and provided to all drivers during their driver training and / or induction.

Drivers must adhere to the following speed limits:

|  |  |
| --- | --- |
| Location | Speed limit (km / h) |
| Perimeter roads | ***{insert speed limit}*** |
| Aprons | ***{insert speed limit}*** |
| Taxiways | ***{insert speed limit}*** |
| Runways | ***{insert speed limit}*** |
| During low-visibility operations | ***{insert speed limit}*** |

The above speed limits are sign posted at the following locations:

*{insert speed signage locations e.g. at the entrance to the airside etc.}*

### Escort service procedures

***(Part 139 MOS – 14.01(5))***

**Sample text** – no third-party vehicle escort providers

Third parties are not permitted to provide vehicle escorts airside; therefore, this subsection is NOT APPLICABLE.

**Sample text** – third-party vehicle escort providers

Only authorised third party drivers are permitted to provide vehicle escorts airside.

**At any one time, an escort driver is not authorised to escort more than the following number of vehicles:**

**Max. number of vehicles: *{insert number}***

**The escort driver is fully responsible for the driver(s) under escort.**

All airside drivers providing an escort service are monitored for adherence with these requirements periodically by **the reporting officer.**

**In the event an airside driver or driver under escort is observed to not be following the rules for operating a vehicle airside, or otherwise creating an unsafe condition, all respective vehicles and their drivers are to be escorted from the airside, and any authorisations are withdrawn.**

Records of drivers authorised to conduct escorts are:

Maintained by:***{insert position}***

**Stored securely at: *{insert location}.***

### ****Monitoring and enforcing traffic rules****

***(Part 139 MOS – 14.03(2)(b))***

**Sample text**

The aerodrome reporting officer is responsible for periodically monitoring the operation of vehicles airside in accordance with the following: *{insert procedures for monitoring traffic rules}.*

Appropriate action is to be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. This may include withdrawing their authority to operate a vehicle airside.

## Aircraft parking control

***(Part 139 MOS – 11.15(1))***

### Aircraft parking control personnel

***(Part 139 MOS – 11.15(2)(g)(i)(ii))***

**Sample text** – no scheduled international air transport operations / apron congestion not hazardous

***{insert aerodrome name}* Airport** does not have scheduled international air transport operations, and there is no hazard resulting from apron congestion. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** – scheduled international air transport operations / apron congestion hazardous

As the aerodrome has scheduled international air transport operations or apron congestion, aircraft parking control procedures have been established.

The individuals and roles responsible for planning and implementing aircraft parking control, and the phone numbers for contacting the relevant individuals (during and after working hours) **are listed below:**

|  |  |  |  |
| --- | --- | --- | --- |
| ****Name**** | ****Role**** | ****Contact No.**** | ****After-hours contact No.**** |
| *{insert names}* | ***{insert roles / responsibilities}*** | ***{insert phone No.}*** | ***{insert phone No.}*** |

### Liaison with ATC – apron management

***(Part 139 MOS – 11.15(2)(a))***

**Sample text** – aircraft parking control procedures have not been established

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aircraft parking control procedures established – non-controlled aerodrome

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aircraft parking control procedures established – controlled aerodrome

**The arrangements for liaising with ATC are as follows:***{insert arrangements for liaising with ATC}.*

### Allocating aircraft parking positions

***(Part 139 MOS – 11.15(2)(b))***

**Sample text** - aircraft parking control procedures have not been established

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aircraft parking control procedures have been established

Aircraft parking positions are allocated in accordance with the procedures that are published on the apron parking plans.

Apron parking plans are:

Maintained by:***{insert position}***

Available at:***{insert location}***

**Parking position restrictions are adhered to in the bay planning process managed by: *(insert position)***

**Allocated bays are communicated to:**

* **the airline operator**
* **the ground handler**
* **ATC.**

**As schedule changes may require a reallocation of parking positions, airlines are to advise *{insert position}* so that where necessary, parking positions can be re-allocated and changes communicated.**

### Engine start and aircraft push-back clearances

***(Part 139 MOS – 11.15(2)(c))***

**Sample text** - aircraft parking control procedures have not been established

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** -aircraft parking control procedures have been established

A FOD check is completed by the airline operator or ground handler prior to an aircraft starting its engines.

Permission to start engines and their power settings is in accordance with the local procedures published in***{insert name of publication}****.*

Anti-collision beacons are to be switched on before an aircraft is permitted to move.

It is the responsibility of the ground handlers to ensure that the area immediately behind the aircraft is clear and that there is no risk of collision or potential jet blast. In the event a hazard is detected, the ground handler is to inform the pilot and the push-back will be stopped.

The tug operator is to adhere to the directions published on the apron parking plans, and all line marking guidance provided.

The tug operator is to ensure the aircraft follows the marked path as a means to ensuring clearance distances are maintained.

### Aerodrome visual docking guidance systems

***(Part 139 MOS –11.15(2)(d)))***

**Sample text** - aircraft parking control procedures have not been established

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** *–* aircraft parking control procedures have been established – no VDGS

Visual Docking Guidance Systems are not available at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** *–* aircraft parking control procedures have been established – VDGS available

The Visual Docking Guidance Systems available for use at the aerodrome and the manner in which they are to be used are as follows: *{insert VDGS types and their method of use}.*

### Marshalling service

***(Part 139 MOS – 11.15(2)(e))***

**Sample text** - aircraft parking control procedures have not been established

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aircraft parking control procedures have been established – no marshalling service

A marshalling service is not provided by***{insert aerodrome name}* Airport**. This is the responsibility of the aircraft operator.

**Sample text** *–* aircraft parking control procedures have been established – marshalling service

All aircraft requiring a marshalling service are to contact:

Responsible for marshalling service: *{insert position}*

Phone: *{insert phone number}*

Radio: *{insert radio frequency}*.

The safe working procedure for performing a marshalling service is contained in: *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at: *{insert location}*.

### Leader (van) service or follow-me service

***(Part 139 MOS – 11.15(2)(f))***

**Sample text** - aircraft parking control procedures have not been established

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aircraft parking control procedures have been established – no leader (van) service or follow-me service

A leader (van) service or follow-me service is not available at the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** *–* aircraft parking control procedures have been established – leader (van) service or follow-me service available

The reporting officer is to provide a leader (van) service or follow-me service when requested by the aircraft operator or the ATC. Contact with the reporting officer can be made by:

Radio: *{insert radio frequency}*

Phone: *{insert phone number}*

The safe working procedure for performing a leader (van) service or follow-me service is contained in: *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at: *{insert location}*.

### Apron safety management procedures

***(Part 139 MOS – 11.15(3))***

**Sample text**

The reporting officer(s) is responsible for periodically monitoring activities occurring on the apron to check that:

* no person, vehicle, or equipment is within the potential jet blast area behind the aircraft
* aprons are free from loose stones and other material that may cause FOD
* all equipment is appropriately stored in marked equipment storage areas
* vehicles do not pass behind aircraft that are displaying anti-collision beacons
* tug operators are adhering to the line marking guidance provided
* wheel chocks are appropriately positioned on parked aircraft.

As trends may identify changes to apron safety management procedures, reported incidents and hazards are also reviewed by:

Position / committee: *{insert position / committee}.*

### Alternative separation distances and apron markings

#### Reduced separation distances – VDGS

***(Part 139 MOS – 6.58(1)(4)(a)(b))***

**Sample text** – no VDGS

The aerodrome does not have VDGS; therefore, reduced separation distances are not permitted.

**Sample text** – no reduced separation distances

Minimum separation distances have not been reduced on any Code D, E, or F aircraft parking position served by a VDGS.

**Sample text** - reduced separation distances

Following a safety assessment, the presence of a VDGS allows a reduced minimum separation distance without creating a risk of damage to aircraft at the following Code D, E or F aircraft parking positions:

|  |  |  |  |
| --- | --- | --- | --- |
| Parking position | Aerodrome reference code letter | Minimum separation distance | Reduced separation distance |
| *{insert parking position designation}* | *{insert aerodrome reference code letter applicable to the parking position}* | *{insert the minimum separation distance stated in Table 6.58 (1) of the Part 139 MOS}* | *{inset the reduced separation distance supported by the safety assessment}* |

The written safety assessment is *{inserted below: / in appendix X to this manual}*.

#### Aircraft type designator markings

***(Part 139 MOS – 8.49(3)(d))***

**Sample text** – ICAO compliant

All aircraft type designations have been marked in accordance with the list of aircraft type designators published in ICAO Doc 8643, Aircraft Type Designators.

**Sample text** – alternate designator markings

As there is insufficient space to designate all aircraft types, alternate aircraft type designator markings to those aircraft type designators published in ICAO Doc 8643, Aircraft Type Designators, have been marked at the following aircraft parking positions:

|  |  |
| --- | --- |
| Aircraft parking position designation | Alternate aircraft type designator marking |
| *{insert aircraft parking position designation}* | *{insert alternate aircraft type designator marking used}* |

The following controls have been implemented to prevent unsuitable aircraft types from using these stop line(s) or parking position(s): *{insert alternate system of control}.*

#### Alignment lines

***(Part 139 MOS – 8.65(5))***

**Sample text** – alignment lines (forward of the stop bar) marked at all aircraft parking positions not served by a VDGS

An alignment line beyond the stop line has been marked at all aircraft parking positions where a VDGS is not provided.

**Sample text** – alignment lines (forward of the stop bar) not marked at all aircraft parking positions that are not served by a VDGS

An alignment line forward of the aircraft parking position stop line is not provided at the following aircraft parking positions that do not have a VDGS:

|  |  |
| --- | --- |
| Aircraft parking position designation | System of control |
| *{insert aircraft parking position designation}* | *{e.g. the parking position is marked as unserviceable unless a marshaller is present for arriving aircraft.}* |

A marshaller will be present for all arriving aircraft at each of these aircraft parking positions.

#### Push-back operator guidance markings

***(Part 139 MOS – 8.70(4))***

**Sample text** – push-back markings based on nose wheel

All push-back vehicle operator guidance markings at the aerodrome are based only on the nose wheel of the aircraft.

**Sample text** – push-back markings based on main wheel tracks

Push-back operator guidance markings at the following aircraft parking positions are based on the main wheel tracks of the aircraft rather than the nose wheel of the aircraft:

|  |  |
| --- | --- |
| Aircraft parking position designation | Push-back design methodology |
| *{insert aircraft parking position designation}* | *{e.g. Main wheel tracks of the aircraft}* |

All aircraft operators that are permitted to use these aircraft parking position(s) have been consulted and have agreed, in writing, that the push-back markings should be designed on the main wheel tracks of the aircraft, rather than the nose wheel of the aircraft.

Evidence of consultation with each aircraft operator that may use these bays, and their written agreement, is *{inserted below: / in appendix X to this manual}*.

The push-back design methodology has been communicated to each ground handler and aircraft operator that operates on that bay.

The requirement to push back the aircraft on the main wheel tracks has been documented in the applicable aircraft parking plan(s).

#### Passenger path markings

***(Part 139 MOS – 8.76(2)(b))***

**Sample text** – compliant with Part 139 MOS

All passenger path markings are marked as a series of white transverse lines, 0.5 m wide, at least 2 m long and 0.5 m apart, in accordance with sub**paragraph** 8.76(2)(a) of the Part 139 MOS.

**Sample text** – compliant with relevant State / Territory passenger path markings

Passenger path markings do not comply with the dimensions stated in sub**paragraph** 8.76(2)(a) of the Part 139 MOS. *{****insert aerodrome name}* Airport** has adopted the standards for pedestrian crossings as stated in the *{insert relevant state or territory standard}*.

#### Miscellaneous area line markings

***(Part 139 MOS – 8.77(2))***

**Sample text** - no miscellaneous area line markings

There are no miscellaneous area line markings displayed on the apron(s).

**Sample text** - miscellaneous area line markings provided on apron surface(s)

Miscellaneous area line markings are used on the apron(s). The location and the purpose of each miscellaneous area line marking is described below:

|  |  |
| --- | --- |
| Location of miscellaneous area line markings | Purpose of the miscellaneous area line marking |
| *{insert apron and location of marking}* | *{insert purpose of marking}* |

## Aerodrome obstacle control

### Obstacle control personnel

***(Part 139 MOS – 11.06(2)(a)-(d))***

**Sample text**

The following person(s) have responsibilities for obstacle control:

|  |  |
| --- | --- |
| Individual or position | Responsibilities |
| *{insert individual or position}* | monitoring surfaces related to the OLS and terminal instrument flight procedures (PANS-OPS) |
| *{insert individual or position}* | notifying CASA or the procedure designer when a proposed or actual infringement of the prescribed airspace is identified |
| *{insert individual or position}* | implementing obstacle control within the aerodrome boundary |
| *{insert individual or position}* | liaison and facilitation of obstacle control outside the aerodrome boundary |

### Monitoring take-off, approach and transitional surfaces

***(Part 139 MOS – 11.06(1)(a)(i))***

**Sample text – annual survey conducted**

***{insert aerodrome name}* Airport has established the obstacle limitation surfaces (OLS) for each runway that meet the physical dimensions for approach and take-off runways as set out in Chapter 7 of the Part 139 MOS.**

**The particulars of each surface are** shown on an OLS plan for the aerodrome which is available at *{****insert*** *location****}***.

The aerodrome reporting officer will visually scan the OLS as part of the aerodrome serviceability inspection in section 3.2 of this manual to identify the emergence of any new or potential obstacles.

A survey that assesses the take-off, approach, and transitional surfaces, is completed as part of the *{aerodrome technical inspection programme / manual validation process}* conducted in accordance with section 3.9 in this manual.

This survey is used to verify the accuracy of published information. On receipt of the survey, the results are compared against the aerodrome’s information published in the AIP to ensure that there are no new obstacles, or that the height of existing obstacles has not changed.

**Sample text – no annual survey conducted**

***{insert aerodrome name}* Airport has established the obstacle limitation surfaces (OLS) for each runway that meet the physical dimensions for approach and take-off runways as set out in Chapter 7 of the Part 139 MOS.**

**The particulars of each surface are** shown on an OLS plan for the aerodrome which is available at *{****insert*** *location****}***.

The aerodrome reporting officer is responsible for visually scanning the OLS as part of the aerodrome serviceability inspection in section 3.2 to identify the emergence of any new or potential obstacles.

It has been determined from the original establishment of the OLS that no obstacles are likely to infringe the take-off, approach and transitional surfaces. Subsequently, a survey of the take-off, approach, and transitional surfaces is not conducted as there are no objects near to, and no existing obstacles that are infringing, the approach, take-off, or transitional surfaces, that are likely to alter in height.

To enable an accurate assessment, divergence markers that identify the approach and take-off splays are used as a visual reference point. An assessment is completed as part of the *{aerodrome technical inspection programme / manual validation process}* conducted in accordance with section 3.9 of this manual.

### Proposed or actual infringements – OLS

***(Part 139 MOS – 11.06(1)(d)(i))***

#### Proposed OLS infringements

***(Part 139 MOS – 7.01(1); 7.18(1)(b); 17.19(1); 11.06(1)(d)(i))***

**Sample text**

If a proposed object or structure is identified as likely to be an obstacle, details of the proposal are to be sent to CASA in writing by: *{insert position}*

On receipt of CASA’s written assessment, the relevant planning authority is to be advised of the result of the assessment.

***{insert aerodrome name}* Airport will follow up with the planning authority to ensure that those obstacles considered an unacceptable risk to aviation safety are not approved, or that those obstacles that are considered acceptable but subject to additional mitigations are appropriately marked and / or lit.**

#### Actual OLS infringements

***(Part 139 MOS – 7.18(1)(b); 7.19(2); 11.06(1)(d)(i))***

**Sample text**

***{insert aerodrome name}* Airport will not make a runway available** for night use until CASA has determined that any obstacle(s) will not adversely affect the safety of night operations.

For any identified obstacles that have been erected without prior notification and which have not been assessed, the aerodrome reporting officer is to:

* advise ATC immediately (if applicable)
* consider limiting aircraft approach and take-off to the runway
* ensure an immediate request is made to issue a NOTAM
* take immediate steps to have the obstacle removed
* ascertain the height of the obstacle and consider displacing the runway approach threshold. If the threshold is displaced, the published declared distances will be amended, and the new threshold location appropriately marked / lit
* report the infringement to CASA in writing.

The NOTAM authorised person is to include the following information in the NOTAM request:

* the nature of the obstacle
* the distance and magnetic bearing of the obstacle from:
  + if the obstacle is within the take-off area – the start of the take-off end of the runway, or
  + the ARP
* the height of the obstacle in relation to the aerodrome elevation
* if it is a temporary obstacle – the time during which it is a temporary obstacle.

The request to issue the NOTAM is to be made in accordance with the procedures set out in section 3.1 of this manual.

Once the obstacle has been removed, the aerodrome reporting officer is to:

* advise ATC (if applicable)
* re-open, or re-instate the full runway length (if required)
* ensure a request to cancel the NOTAM is made (if issued).

### Height of infringements – OLS

***(Part 139 MOS – 11.06(1)(c)(i))***

**Sample text – no OLS infringements**

**There are no buildings, structures, plumes or other developments that infringe the aerodromes OLS; therefore, this subsection is NOT APPLICABLE.**

**Sample text – infringements – OLS**

**The heights of buildings, structures, plumes and other developments that infringe the aerodromes OLS are listed below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Obstacle Type | Location | Height of the obstacle | Penetrated surface |
| *{insert obstacle type}* | *{insert obstacle location in format suitable for NOTAM reporting}* | *{insert height of the obstacle in the known height datum}* | *{insert surface penetrated}* |

#### Hazardous obstacles

***(Part 139 MOS – 8.109(4); 8.110(1)-(8); 8.111(2)(a)(b))***

**Sample text – no hazardous obstacles**

**CASA has not assessed any obstacles as being hazardous; therefore, this subsection is NOT APPLICABLE.**

**Sample text – hazardous obstacles**

**CASA has assessed the following obstacles as being hazardous obstacles. The details of their marking and lighting requirements are also recorded below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ****Obstacle Type**** | ****Location**** | ****Height of hazardous obstacle**** | ****Penetrated surface**** | ****Marking / lighting**** |
| *{insert obstacle type}* | *{insert obstacle location}* | *{insert height of the obstacle}* | *{insert surface penetrated}* | *{insert marking / lighting requirements}* |

### Monitoring visual segment surfaces and critical obstacles

***(Part 139 MOS – 11.06(1)(a)(ii))***

**Sample text** – no published terminal instrument flight procedures

There are no published terminal instrument flight procedures for the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text** – published terminal instrument flight procedures

Terminal instrument flight procedures have been established by***{insert name of procedure designer(s)}.***

The data and drawings of the area around the aerodrome that show the designed approach paths, visual segment surface, circling areas, and the location of critical obstacles, have been provided by the procedure designer, are available at *{insert location****}*.**

The aerodrome reporting officer will use this data and drawings to monitor the visual segment surface and the nominated critical obstacles that are visible from the aerodrome as part of the aerodrome serviceability inspection in accordance with section 3.2 of this manual.

### Proposed or actual infringements – PANS-OPS

***(Part 139 MOS – 7.20(3);******11.06(1)(d)(ii)(2)(b))***

**Sample text** – no published terminal instrument flight procedures

The are no published terminal instrument flight procedures for the aerodrome; therefore, this subsection is NOT APPLICABLE.

**Sample text –** terminal instrument flight procedures introduced

**The *{Insert position}*** is to immediately inform the terminal instrument flight procedure designer **as soon as:**

* **a proposed or actual infringement of the PANS-OPS is identified**
* **a change to the status of an existing critical obstacle is identified**
* **there is a proposed development that is higher than the critical obstacle**
* **a new object or structure has been detected that is higher than the critical obstacle.**

The procedure designer’s’ contact details are as follows:

* Name: *{insert name of the procedure designer}*
* E-mail: *{insert e-mail address}*
* Phone: *{inset phone number of procedure designer}*

### Height of infringements – PANS-OPS

***(Part 139 MOS – 11.06(1)(c)(ii))***

**Sample text** – no published terminal instrument flight procedures

**The aerodrome does not have published terminal instrument flight procedures; therefore, this subsection is NOT APPLICABLE.**

**Sample text** – no infringements – PANS-OPS

The aerodrome has published terminal instrument flight procedures. There are no buildings, structures, plumes and other developments that infringe the surfaces or areas associated with the published terminal instrument flight procedures (as defined in PANS-OPS); therefore, this subsection is NOT APPLICABLE.

**Sample text** – infringements – PANS-OPS

The height of buildings, structures, plumes and other developments that infringe the surfaces or areas associated with the published terminal instrument flight procedures (as defined in PANS-OPS) are listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Obstacle Type | Location | Height of the obstacle | Affected procedure |
| *{insert obstacle type}* | *{insert obstacle location}* | *{insert height of the obstacle}* | *{insert affected procedure}* |

### Obstacle control within aerodrome boundary

***(Part 139 MOS – 11.06(1)(e))***

**Sample text**

***{insert aerodrome name}* Airportdoes not permit o**bjects or structures, other than approved visual and navigational aids, to be erected within the obstacle restriction area of the aerodrome without the written approval of CASA.

All proposed fixed objects or structures at the aerodrome, whether temporary or permanent, that sit on or above the movement area, or those that extend above the defined height limits, including the OLS, have been and / or will be reported to CASA in writing.

On receipt of CASA’s assessment, ***{insert aerodrome name}* Airport**adopts controls appropriate to the recommendations provided by CASA.

### Obstacle control outside aerodrome boundary

***(Part 139 MOS – 11.06(1)(f))***

**Sample text**

***{insert aerodrome name}* Airport has liaised with local government authorities located within the OLS footprint of the aerodrome and requested they forward development proposals for assessment where the proposal may penetrate the OLS or PANS-OPS of the aerodrome.**

**Assistance has been provided to ensure the local government authority has suitable processes and information to determine which development proposals should be forwarded for assessment.**

### Obstacle lights serviceability monitoring programme

***(Part 139 MOS – 9.36(1)(3)(a))***

**Sample text** – no lit obstacles

There are no lit obstacles within the OLS area of the aerodrome; therefore, this subsection is NOT APPLICABLE. When temporary obstacles are required to be lit, they will be monitored in accordance with the MOS Part 139.

**Sample text** – lit obstacles – OLS

The following lit obstacles are located within the OLS area of the aerodrome:

|  |  |  |
| --- | --- | --- |
| ****Lit obstacles & inspection programme**** | | |
| ****Requirements**** | Obstacle details | Obstacle details |
| ****Obstacle type**** | *{insert obstacle type}* |  |
| ****Location of obstacle**** | *{insert obstacle location}* |  |
| ****Type of obstacle lighting**** | *{insert type of obstacle lighting e.g. LIOL – steady red and hours of operation HJ or HN}* |  |
| ****Obstacle light owner**** | *{insert name and contact details of the obstacle light owner}* |  |
| Obstacle inspection frequency | *{in accordance with sub****paragraph*** *9.36(1) of the Part 139 MOS e.g. at least once in every 24-hour period, or at least once in every 48-hour period, or at least once in every 7-day period, or*  *OTHER – specify (include safety assessment and CASA approval)}* |  |
| Inspection frequency for obstacle lights that are not visually observable | *{*e.g. Not applicable, or as per standard inspection frequency, or  *OTHER – specify (include safety assessment and CASA approval)}* |  |

A plan that shows the location of each of these obstacle lights is available at: *{insert location****}.***

At the completion of each obstacle light inspection, the following information is recorded on the*{insert checklist / system / form}*:

* the date and time the obstacle light inspection was completed
* who performed the inspection
* the results of the inspection
* a description of any action taken.

The results of each obstacle light inspection and any action taken will be maintained by *{insert position}.*

Inspection records stored at: *{insert location}*

### Obstacle light outage

***(Part 139 MOS – 9.36(2)(3)(b))***

**Sample text**

In the event an obstacle light outage is detected during an inspection, the reporting officer is to:

* ensure that a NOTAM authorised person requests the immediate issue of a NOTAM
* liaise with the owner of the obstacle light so that the outage is repaired as quickly as possible.

If the obstacle light has been determined by CASA, in writing, as essential for aviation safety, the reporting officer is to:

* immediately report the outage to any aircraft that are manoeuvring, or about to manoeuvre on the affected runway
* immediately close the relevant runway or close the aerodrome until the outage is repaired
* notify CASA of the outage as soon as possible.

### Charts published by the aerodrome operator

***(Part 139 MOS – 11.06(1)(b))***

#### Type A charts

***(Part 139 MOS – 7.21)***

**Sample text** – no Type A chart

Type A charts are not required and have not been prepared; therefore, this subsection is NOT APPLICABLE.

**Sample text** – Type A charts prepared

Type A charts that meet the standards and procedures set out in ICAO Annex 4 have been prepared.

The obstacle data has been provided to the AIS provider in digital format in accordance with CASR Part 175.E. A copy of the Type A charts have also been provided to CASA.

The up-to-date distribution list of current Type A chart holders is maintained by:***{insert position}.***

**The type A chart holders distribution list is available at *{inset location}.***

The Type A charts are *{inserted below: / in appendix X to this manual}*.

The Type A charts are reviewed as part of the aerodrome technical inspection to ensure they remain accurate. Any changes to the Type A chart information are communicated to all organisations on the distribution list **and CASA** as soon as possible by *{insert position}.*

**Sample text** – scheduled international air transport operations – no Type A chart

**Although the aerodrome has scheduled international air transport operations, Type A charts have not been prepared as no obstacle exists within the take-off flight path area. Further explanation is provided below:**

***{insert explanatory note}***

**Sample text** – scheduled international air transport operations – **Aerodrome Terrain and Obstacle Chart – ICAO**

**An Aerodrome Terrain and Obstacle Chart – ICAO (Electronic) has been prepared for each runway that is used in scheduled international air transport operations in lieu of Type A charts.**

**The electronic Aerodrome Terrain and Obstacle Chart is retained on filed and is available at** *{insert location}*.

#### **Type B charts**

***(Part 139 MOS – 7.22)***

**Sample text** – no Type B charts

Type B charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

**Sample text** – Type B charts prepared

Type B charts that meet the standards and procedures set out in ICAO Annex 4 have been prepared. The obstacle data has been provided to the AIS provider in digital format in accordance with CASR Part 175.E.

The Type B charts are retained on file and are available at *{insert location}*.

#### Precision Approach Terrain Charts – ICAO

***(Part 139 MOS – 7.23)***

**Sample text** – no Precision Approach TerrainCharts

Precision Approach Terrain Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

**Sample text** – Precision Approach TerrainCharts

Precision Approach Terrain Charts that meet the standards and procedures set out in ICAO Annex 4 have been prepared. The terrain data has been provided to the AIS provider in digital format in accordance with CASR Part 175.D.

The Precision Approach Terrain Chartsare retained on file and are available at *{inserted location}*.

#### Aerodrome Terrain and Obstacle Charts – ICAO (Electronic)

***(Part 139 MOS – 7.24)***

**Sample text** – no Aerodrome Terrain and Obstacle Charts

Aerodrome Terrain and Obstacle Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

**Sample text** – Aerodrome Terrain and Obstacle Charts

Aerodrome Terrain and Obstacle Charts that meet the standards and procedures set out in ICAO Annex 4 have been prepared. The terrain and obstacle data have been provided to the AIS provider in digital format in accordance with CASR Parts 175.D and 175.E.

The Aerodrome Terrain and Obstacle Charts are retained on file and are available at *{insert location}*.

## Protection of communication, navigation, surveillance and meteorological facilities

### Controlling activities near CNS and MET facilities

***(Part 139 MOS – 11.16(a); 19.02)***

**Sample text – no CNS or MET facilities**

**There are no CNS or MET facilities located on the aerodrome; therefore, this subsection is NOT APPLICABLE.**

**Sample text – CNS or MET facilities available**

**The following is a list of all CNS and MET facilities, their location on the aerodrome, and the particulars of the respective service provider:**

|  |  |  |
| --- | --- | --- |
| ****CNS / MET facility**** | ****Location on the aerodrome**** | ****Service provider**** |
| ***{insert facility type}*** | ***{insert facility location}*** | ***{insert name and contact details of facility provider}*** |

***{insert aerodrome name}* Airport ensures that there will not be any interference to the CNS or MET facilities at the aerodrome caused by developments, the erection of structures or from work activities within the vicinity of each facility.**

***{insert aerodrome name}* Airportrefers all developments within the aerodrome boundary, near to or likely to affect an existing CNS or MET facility, to the respective CNS or MET facility providers for a hazard and impact assessment.**

**In consultation with each facility provider, the restricted area boundaries have been determined for each CNS and MET facility. The restricted area boundaries are shown on a plan which is available at *{insert location}*.**

**Only the facility service provider is permitted to work within each boundary. When ground maintenance is required, the service provider is advised.**

Vehicles and plant are not permitted to enter or remain in an ILS critical or sensitive area whilst the ILS is in use. Should vehicle access be required, ***{insert aerodrome name}* Airport:**

* liaises with the service provider to temporarily withdraw the ILS from service unless otherwise authorised by the service provider
* arranges for notification via ATC or NOTAM to inform pilots of the temporary withdrawal.

### Supply and installation of warning signs

***(Part 139 MOS – 11.16(b); 19.06(5))***

**Sample text – no CNS or MET facilities**

**There are no communications, navigation and surveillance (CNS) or meteorological (MET) facilities located on the aerodrome; therefore, this subsection is NOT APPLICABLE.**

**Sample text – CNS or MET facilities on aerodrome**

Signs have been placed around each **communications, navigation and surveillance (CNS) or meteorological (MET)** facility to:

* deter unauthorised access from vehicles and persons
* warn of hazardous emissions, including electromagnetic and microwave radiation.

Signs have also been placed at each road access point to each of the ILS critical and sensitive areas to prohibit drivers and pedestrians against entering the area without authority.

The responsibilities for supplying, installing and maintaining the signs have been agreed upon with the service provider and are to occur as follows:

***{insert responsibilities associated with the supply, installation and maintenance of signs}.***

## Aerodrome technical inspections / manual validations

### Inspection personnel

***(Part 139 MOS – 11.10(2)(a)-(e))***

**Sample text** – aerodrome technical inspection

The following is a list of individuals or positions, and their responsibilities in the aerodrome technical inspection and reporting process:

|  |  |
| --- | --- |
| Individual or position | Responsibilities |
| *{insert individual or position}* | managing the inspection programme |
| *{insert individual or position}* | planning the aerodrome technical inspections |
| *{insert individual or position}* | reporting inspection results and follow-up action |
| *{insert individual or position}* | receiving and considering inspection reports |
| *{insert individual or position}* | taking follow-up action if defects or deficiencies have been identified |

**Sample text** – aerodrome manual validation

The following is a list of individuals or positions, and their responsibilities in the aerodrome manual validation and reporting process:

|  |  |
| --- | --- |
| Individual or position | Responsibilities |
| *{insert individual or position}* | managing the validation programme |
| *{insert individual or position}* | planning the validations |
| *{insert individual or position}* | reporting the validation results and follow-up action |
| *{insert individual or position}* | receiving and considering validation reports |
| *{insert individual or position}* | taking follow-up action if defects or deficiencies have been identified |

### Inspection items and timeframes

***(Part 139 MOS – 11.10(1)(a)(b); 12.09; 12.11(11))***

**Sample text** – 50,000 or more air transport passenger movements or 100,000 or more aircraft movements

***{insert aerodrome name}* Airport**, in a financial year, **has** 50,000 or more air transport passenger movements / 100,000 or more aircraft movements.

A technical inspection programme is carried out in accordance with the following:

| Inspection requirement | Frequency | Required qualifications and / or experience |
| --- | --- | --- |
| An instrument survey of the approach, take-off and transitional surfaces | The inspection is completed annually | The person engaged to conduct the inspection is technically qualified or experienced in surveying and has a sound knowledge and understanding of the standards for OLS |
| A check of other applicable surfaces associated with the OLS | The inspection is completed annually | The person engaged to conduct the inspection:   * is a qualified or experienced in surveying and has a sound knowledge and understanding of the standards for OLS, or * has a sound knowledge and understanding of the standards for OLS |
| *For an aerodrome with a Type A chart, the currency and accuracy of the:*   1. *Type A chart* 2. *distribution list of current Type A chart holders* | *The inspection is completed annually*  */*  *This inspection element is NOT APPLICABLE* | *The review of the Type A chart is completed by a person with tertiary qualifications in civil engineering or surveying, or a person that has the knowledge to interpret the chart and the associated data.* |
| *For an aerodrome with a TIFP - a check of the {insert aerodrome operator’s name}’s monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer* | *The inspection is completed annually*  */*  *This inspection element is NOT APPLICABLE* | *The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation* |
| An inspection and assessment of the movement are pavements, drainage and associated strips, including a visual inspection and assessment of:   * + - * 1. pavement condition; and         2. contamination, including from rubber build-up   **Note:** Periodic friction assessment and surface evaluation (as applicable) is undertaken to identify the need for maintenance or special surface treatment before surface conditions deteriorate below the specified limits. | The inspection is completed annually | The person engaged to conduct the inspection has:   * a recognised degree, diploma, or certificate of civil engineering, or * demonstrable relevant technical experience in civil engineering |
| *An inspection and testing of the aerodrome lighting and electrical reticulation systems, including the following:*   1. *visual aids on the movement area* 2. *apron floodlighting, including illumination of the apron and paring positions* 3. *illuminated wind direction indicators* 4. *pilot-activated lighting systems* 5. *stand-by and emergency aerodrome lighting (if applicable)* 6. *the visual approach slope indicator system (if applicable)* 7. *approach lighting systems (if applicable)* 8. *obstacle lights and beacons maintained by the {insert aerodrome operator’s name}* 9. *any earthing points on the apron (if applicable)* | *The inspection is completed annually*  */*  *This inspection element is NOT APPLICABLE* | *The person engaged to conduct the inspection is:*   * *a qualified electrical engineer, or* * *a qualified licensed electrician with relevant aerodrome lighting knowledge and experience* |
| An inspection and assessment of visual aids on the aerodrome, including the following:   1. movement area markings 2. movement area guidance signs, including aircraft parking position signs 3. airside vehicle control signs 4. protection of CNS and MET signs (if applicable) | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| An inspection of equipment or facilities at the aerodrome used for wildlife hazard management, including aerodrome fencing and gates | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| An inspection of equipment or facilities at the aerodrome used for aerodrome emergencies | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check of the currency and accuracy of aerodrome information published in the AIP} | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check that the safety management system is up-to-date and is functioning as documented} | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| An inspection of airside vehicle control arrangements | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check that personnel appointed as a reporting officer   1. have been trained and assessed in accordance with Chapter 13, and 2. appear to be generally competent to carry out the required duties in accordance with MOS | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check that personnel appointed as a works safety officer   1. have been trained and assessed in accordance with Chapter 13, and 2. appear to be generally competent to carry out the required duties in accordance with MOS | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |

**Sample text** – 10,000 but less than 50,000 air transport passenger movements or 20,000 to 100,000 aircraft movements

***{insert aerodrome name}* Airport**, in a financial year, **has** 10,000 but less than 50,000 air transport passenger movements / 20,000 but less than 100,000 aircraft movements.

A technical inspection programme is carried out in accordance with the following:

| Inspection requirement | Frequency | Required qualifications and / or experience |
| --- | --- | --- |
| An instrument survey of the approach, take-off and transitional surfaces | The inspection is completed annually | The person engaged to conduct the inspection is technically qualified or experienced in surveying and has a sound knowledge and understanding of the standards for OLS |
| A check of other applicable surfaces associated with the OLS | The inspection is completed annually | The person engaged to conduct the inspection:   * is a qualified or experienced in surveying and has a sound knowledge and understanding of the standards for OLS, or * has sound knowledge and understanding of the standards for OLS |
| *For an aerodrome with a Type A chart, the currency and accuracy of the:*   1. *Type A chart* 2. *distribution list of current Type A chart holders* | *The inspection is completed annually*  */*  *This inspection element is NOT APPLICABLE* | *The review of the Type A chart is completed by a person with tertiary qualifications in civil engineering or surveying, or a person that can demonstrate knowledge for interpreting the chart and the associated data.* |
| *For an aerodrome with a TIFP - a check of the {insert aerodrome operator’s name}s monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer* | *The inspection is completed annually*  */*  *This inspection element is NOT APPLICABLE* | *The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation* |
| An inspection and assessment of the movement are pavements, drainage and associated strips, including a visual inspection and assessment of:   * + - * 1. pavement condition; and         2. contamination, including from rubber build-up   **Note:** Periodic friction assessment and surface evaluation (as applicable) is undertaken to identify the need for maintenance or special surface treatment before surface conditions deteriorate below the specified limits. | The inspection is completed every two years | The person engaged to conduct the inspection has:   * a recognised degree, diploma, or certificate of civil engineering, or * demonstrable relevant technical experience in civil engineering} |
| *An inspection and testing of the aerodrome lighting and electrical reticulation systems, including the following:*   1. *visual aids on the movement area* 2. *apron floodlighting, including illumination of the apron and paring positions* 3. *illuminated wind direction indicators* 4. *pilot-activated lighting systems* 5. *stand-by and emergency aerodrome lighting (if applicable)* 6. *the visual approach slope indicator system (if applicable)* 7. *approach lighting systems (if applicable)* 8. *obstacle lights and beacons maintained by the {insert aerodrome operator’s name}* 9. *any earthing points on the apron* | *The inspection is completed every two years*  */*  *This inspection element is NOT APPLICABLE* | *The person engaged to conduct the inspection is:*   * *a qualified electrical engineer, or* * *a qualified licensed electrician with relevant aerodrome lighting knowledge and experience* |
| An inspection and assessment of visual aids on the aerodrome, including the following:   1. movement area markings 2. movement area guidance signs, including aircraft parking position signs 3. airside vehicle control signs 4. protection of CNS and MET signs | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| An inspection of equipment or facilities at the aerodrome used for wildlife hazard management, including aerodrome fencing and gates | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| An inspection of equipment or facilities at the aerodrome used for aerodrome emergencies | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check of the currency and accuracy of aerodrome information published in the AIP | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| *A check that the safety management system is up-to-date and is functioning as documented*  *or*  *A check that the risk management plan is up-to-date and is functioning as documented* | *The inspection is completed annually* | *The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation* |
| An inspection of airside vehicle control arrangements | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check that personnel appointed as a reporting officer   1. have been trained and assessed in accordance with Chapter 13, and 2. appear to be generally competent to carry out the required duties in accordance with MOS | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check that personnel appointed as a works safety officer   1. have been trained and assessed in accordance with Chapter 13, and 2. appear to be generally competent to carry out the required duties in accordance with MOS | The inspection is completed annually | The person engaged to conduct the inspection has sound knowledge and experience of the applicable civil aviation safety legislation |

**Sample text** – less than 10,000 air transport passenger movements or less than 20,000 aircraft movements

***{insert aerodrome name}* Airport**, in a financial year, **has** less than 10,000 air transport passenger movements and less than 20,000 aircraft movements.

An aerodrome manual validation is carried out in accordance with the following:

|  |  |  |
| --- | --- | --- |
| Validation requirement | Frequency | Required qualifications and / or experience |
| A check of the approach, take-off, and transitional surfaces to ensure published aerodrome information is accurate to within 0.05% of the published gradient in the AIP-ERSA | The validation is completed annually | The person engaged to conduct the validation is:   * technically qualified or experienced in surveying, or * has a sound knowledge and understanding of the standards for obstacle limitation surfaces, and * can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS |
| A check of the other surfaces associated with the OLS | The validation is completed annually | The person engaged to conduct the validation is:   * technically qualified or experienced in surveying, or * has a sound knowledge and understanding of the standards for obstacle limitation surfaces and * can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS |
| *For an aerodrome with a TIFP, a check of the {insert aerodrome operator’s name}’s monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer* | *The validation is completed annually*  */*  *This validation element is NOT APPLICABLE* | *The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation* |
| A check of the currency and accuracy of information published in the AIP | The validation is completed annually | The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents | The validation is completed annually | The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check that personnel appointed as a reporting officer   1. have been trained and assessed in accordance with Chapter 13, and 2. appear to be generally competent to carry out the required duties in accordance with MOS | The validation is completed annually | The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation |
| A check that personnel appointed as a works safety officer   1. have been trained and assessed in accordance with Chapter 13, and 2. appear to be generally competent to carry out the required duties in accordance with MOS | The validation is completed annually | The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation |

### Qualified personnel for technical inspections / manual validations

***(Part 139 MOS – 11.10(1)(b); 12.10(3)(4); 12.11(13))***

**Sample text** – aerodrome technical inspection

The***{insert position}***, at the time of engaging a person to conduct each element of the technical inspection, is to sight the qualifications and relevant experience of each person(s) to verify that they meet the required qualifications and / or experience as documented in subsection 3.9.2 of this manual.

A person who cannot demonstrate that they have the required technical qualifications and experience, or demonstrable relevant technical experience, will not be permitted to perform the inspection.

A record of qualifications and relevant experience is included in the technical inspection report*.*

**Sample text** – aerodrome manual validation

The***{insert position}***, at the time of engaging a person to conduct each element of the aerodrome manual validation, is to sight the qualifications and relevant experience of each person(s) to verify that they meet the required qualifications and / or experience as documented in subsection 3.9.2 of this manual.

A person who cannot demonstrate that they have the required technical qualifications and experience, or demonstrable relevant technical experience, will not be permitted to perform the inspection.

A record of qualifications and relevant experience is retained in the report for the annual aerodrome manual validation*.*

### Scheduling inspections / manual validations and recording their results

***(Part 139 MOS – 11.10(1)(c))***

**Sample text** – aerodrome technical inspection

A calendar is maintained to schedule inspections.

* Person(s) responsible for calendar: *{insert position}*
* Location of calendar: *{insert location of calendar}*.

To allow adequate planning time, a reminder is also set in the calendar three (3) months in advance of the due date.

The calendar is updated when an element of the technical inspection is completed, and a new date for the next inspection and a three-month advance reminder is set.

The calendar is reviewed monthly.

Irrespective of the schedule, an immediate inspection is conducted in the event any of the following is detected during an aerodrome serviceability inspection:

* an unsafe condition is identified
* a defect or deficiency in a part of the aerodrome is identified.

The results of each technical inspection are presented in a report.

**Sample text** – aerodrome manual validation

A calendar is maintained to schedule manual validations.

* Person(s) responsible for calendar: *{insert position}*
* Location of calendar: {insert location of calendar}.

To allow adequate planning time, a reminder is also set in the calendar three (3) months in advance of the due date.

The calendar is updated when an element of this manual validation is completed, and a new date for the next validation and a three-month advance reminder is set.

The calendar is reviewed monthly.

Irrespective of the schedule, an immediate validation is conducted in the event any of the following is detected during an aerodrome serviceability inspection:

* an unsafe condition is identified
* a defect or deficiency in a part of the aerodrome is identified
* incorrect aerodrome information published in the AIP, or a NOTAM, or reported to ATC (if applicable)
* any details in the aerodrome manual that are incorrect or not current
* any procedure in use at the aerodrome, which is not in accordance with, or conflicts with procedures in the aerodrome manual.

The results of each manual validation undertaken are presented in a report.

### Briefing technical inspectors

***(Part 139 MOS – 11.10(1)(d)(i)(ii); 12.08(4); 12.11(8))***

**Sample text** – aerodrome technical inspection

At the time of engagement, the person(s) conducting the technical inspection will be briefed on the scope of the inspection, including the technical matters and the locations which must be inspected.

The *{insert position}* is to advise the person(s) conducting each element of the technical inspection that they are to include in their report:

* any non-compliance with the Part 139 MOS with respect of the aerodrome’s facility, equipment, operation, or aerodrome personnel.
* any defect or deterioration in any facility, equipment or visual aid which could make the aerodrome unsafe for aircraft operations
* any incorrect aerodrome information:
  + published in the AIP or NOTAMs
  + reported to ATC (if applicable).
* any information in the aerodrome manual which is incorrect or not current
* any procedure, or practice in use at the aerodrome, which is not in accordance with, or conflicts with, procedures in the aerodrome manual.

**Sample text** – aerodrome manual validation

At the time of engagement, the person(s) conducting the manual validation will be briefed on the scope of the validation.

The *{insert position}* is to advise the person(s) conducting each element of the validation that they are to include in their report:

* any non-compliance with the Part 139 MOS, including with respect to aerodrome personnel
* any incorrect aerodrome information:
  + published in the AIP or NOTAMs
  + reported to ATC (if applicable).
* any information in the aerodrome manual which is incorrect or not current
* any procedure, or practice in use at the aerodrome, which is not in accordance with, or conflicts with, procedures in the aerodrome manual.

### Post-inspection / validation corrective actions

***(Part 139 MOS – 11.10(1)(e); 12.08(4))***

**Sample text** – aerodrome technical inspection

On receipt of the technical inspection report, each recommendation is to entered into a corrective action plan and is to be considered. Each recommendation is to be documented and considered by the following person(s):

* Documented by: *{insert individual}*
* Considered by: *{insert position(s) or committee}*

Where a recommendation has been supported, the agreed corrective actions are to be documented and assigned to an individual who will be responsible for implementing the listed corrective actions. An agreed target date for completion for each corrective action will also be assigned.

In the event a recommendation is not supported, the reasons for not supporting the recommendation are also to be documented in the corrective action plan.

***{insert aerodrome name}* Airport ensures that** corrective action plans are reviewed and updated regularly. Specific responsibilities for corrective plans have been attributed to the following person(s):

* Maintained by: *{insert position}*
* Stored securely at: *{insert location}.*

In the event CASA requests a written copy of the corrective action plan, ***{insert aerodrome name}* Airport ensures that** this copy will be provided to CASA within 30 days and will include a report showing the progress of corrections to any defects or deterioration.

**Sample text** – aerodrome manual validation

As soon as possible after the aerodrome manual validation has been completed, all errors or anomalies identified in the manual are to be corrected by *{insert position}*.

If necessary, consequential corrections to supporting procedures and to the aerodrome information published in the AIP are also to be made.

### Providing CASA with inspection / validation reports

***(Part 139 MOS – 11.10(1)(f); 12.08(7); 12.11(8))***

**Sample text** – aerodrome technical inspection

Within 30 days of receiving the technical inspection report,a copy of the report is to be provided to CASA:

* **By: *{insert position}***
* **Via e-mail at:** [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au)

Upon receipt of a written request, a copy of the corrective actions plan, including progress made to address the actions, is to be provided within 30 days to the aerodrome inspector making the request:

* **By: *{insert position}***

**Sample text** – aerodrome manual validation

Where the validation identifies incorrect information published in the AIP, NOTAM, or in the aerodrome manual, or any errors or conflicts with the procedures documented in the aerodrome manual, within 30 days of finalising the manual validation, a report is to be provided to CASA by***{insert position}*.**

### Maintaining records of technical inspections / manual validations

***(Part 139 MOS – 12.08(9); 12.11(10))***

**Sample text – aerodrome technical inspection**

Technical inspection reports are retained for **a period of at least three (3) years from the date the report was completed.**

* **Maintained by: *{insert position}***
* **Stored securely at:** *{insert location}*

**Sample text – aerodrome manual validation**

**R**ecords of the results of each manual validation are retained for **a period of at least three (3) years from the date the record was completed.**

* **Maintained by: *{insert position}***
* **Stored securely at:***{insert location}*

## Aerodrome works safety

***(Part 139 MOS – 11.07)***

**Sample text**

***{insert aerodrome name}* Airportalways makes all necessary arrangements to ensure that aerodrome works do not create a hazard to aircraft or cause confusion to pilots.**

**A works safety officer is to be present to directly oversee works safety at all times when theaerodrome is open and available for aircraft operations.**

**Aerodrome markers, markings and lights required for, or affected by aerodrome works are installed, altered or removed in accordance with the required standards.**

**Any part of the movement area that is unserviceable as a result of aerodrome works being carried out are marked and lit. Obstacles created as a result of the aerodrome works are assessed and marked or lit in accordance with the assessment.**

**Where works are to be undertaken in the vicinity of CNS or MET facilities, the service provider is to be consulted to ensure neither the works, nor the vehicles or plant associated with the works affect performance of the facilities.**

Where significant displacement of a runway threshold is planned, works planning may require consultations with the terminal instrument flight procedure (TIFP) designer and the surveyor that conducts the annual obstacle surveys.

### Works safety personnel

***(Part 139 MOS – 11.07(1)(2); 13.01)***

**Sample text**

The following persons have specified responsibilities for works:

|  |  |
| --- | --- |
| Individual / position | Responsibility |
| *{insert individual or position}* | works planning |
| *{insert individual or position}* | conducting works |
| *{insert individual or position}* | arrangement and notifications |

The following is a list of personnel appointed to perform the functions of a works safety officer (WSO):

|  |  |  |
| --- | --- | --- |
| Name | Position | Function |
| *{insert works safety officer’s name}* | *{insert position)* | Works safety officer |

All personnel appointed as a WSO have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

***{insert aerodrome name}* ensures all training activities for works safety officers are recorded to verify achieved competencies.**

All WSOs undergo recurrent training every two (2) to five (5) years as is recommended in guidance material published by CASA, or earlier if deficiencies are identified.

A training schedule has been established and is maintained by *{insert position}.* The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all WSOs are:

**Maintained by: *{insert position}***

**Stored securely at:***{insert location}*

### Preparation of a method of working plan (MOWP)

***(Part 139 MOS – 11.07(1)(a); Chapter 15; Chapter 16)***

**Sample text** – aerodrome has scheduled transport operations / fixed based emergency services aircraft

*{insert aerodrome name}* Airport develops a Method of Working Plan (MOWP) for scheduled works unless the:

* works are time-limited works
* aerodrome is closed to aircraft operations during the works and a 14-day written notice period of the impending closure was made
* works are of an emergency nature (to repair unforeseen failure or damage to part of the manoeuvring area, or to remove an obstacle)
* works do not require any restrictions to aircraft operations.

**MOWPs are prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.**

**When preparing a MOWP, and so that the impact of the works is clearly understood, consultations are conducted by: *{insert position}***

**The following operators / organisations are consulted:**

* **air transport operators using the aerodrome**
* **operators of emergency services aircraft that are likely to operate at the aerodrome**
* **ATC (if applicable)**
* **ARFFS (if applicable)**
* **providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable).**

A list of representatives from each operator / organisation listed above, and their contact details, is maintained by: ***{insert position}***

Although a MOWP does not require CASA approval, CASA is to be consulted on any safety issues identified in the preparation of the MOWP.

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

* Accountable Manager
* Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file*.*

**Sample text** – aerodrome has no scheduled transport operations / fixed based emergency services aircraft

Although a MOWP is not required when planning scheduled works, as a means to ensure aerodrome works do not create a hazard or confusion, and that the impact of the works will be clearly understood, *{insert aerodrome name}* Airport is to consult with:

* operators based at the aerodrome
* emergency services aircraft that are likely to operate at the aerodrome
* any other key stakeholders.

A list of representatives from each operator / organisation listed above, and their contact details, is maintained by: ***{insert position}***

CASA is to be consulted should any safety issues be identified.

In the event *{insert aerodrome name}* Airport elects to develop a MOWP, the MOWP will be **prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.**

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

* Accountable Manager
* Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file*.*

### MOWP Notifications

***(Part 139 MOS – 11.07(1)(b); 15.02(3)(5); 16.10)***

**Sample text**

Unless the works are unforeseen urgent works, the authorised MOWP will be issued **not less than 14 days before the works are scheduled to commence** by: ***{insert position}*.**

**The MOWP is to be issued to:**

* **air transport operators using the aerodrome**
* **operators of emergency services aircraft that are likely to operate at the aerodrome**
* **ATC (if applicable)**
* **ARFFS (if applicable)**
* **providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable)**
* **the WSO**
* **the project manager**
* **the works organiser**
* **the aerodrome security manager**
* **CASA via e-mail at** [aerodromes@casa.gov.au](mailto:aerodromes@casa.gov.au)

A distribution list of all MOWP recipients and their contact details is:

* Maintained by: ***{insert position}***
* **Stored securely at: *{insert location}***

**The following person(s) is responsible for ensuring that all recipients receive the MOWP: *{insert position}*.**

**The MOWP distribution list will be regularly reviewed to ensure it remains current.**

**In the event a MOWP requires amendment, the amended MOWP will:**

* **clearly show the information that has changed**
* **be disseminated to all persons who received the original MOWP**
* **be issued no later than 48 hours before the change in works commences.**

**Amendments to the MOWP are the responsibility of: *{insert position}***

A NOTAM providing the time and date of the commencement of the works is to be issued as early as possible, but not less than 48 hours before commencement.

In the event the change in works is due to an unforeseen event and a notification period of at least 48 hours is not possible, a NOTAM is to be requested as soon as possible after the change becomes known, and notification of the change is declared on the AFRU / or requested on the ATIS.

### Communications with ATC during aerodrome works

***(Part 139 MOS – 11.07(1)(c))***

**Sample text** – controlled aerodrome

WSOs that hold an Aeronautical Radio Operator Certificate (AROC) are authorised to transmit on an aeronautical radio frequency. WSOs without an AROC are only authorised to listen to the aeronautical radio frequency, but not transmit.

WSOs will at all times maintain a continuous radio listening watch.

WSO are to obtain ATC approval to enter and operate within the manoeuvring area. All instructions issued by ATC are to be acknowledged and responded to appropriately.

Radio procedures, including terminology, and procedural requirements when operating on the manoeuvring area are:

* Filed in: *{insert document name}*
* Available at: *{insert location}*.

**Sample text** – controlled aerodrome – using unserviceability markings

WSOs that hold an Aeronautical Radio Operator Certificate (AROC) are authorised to transmit on an aeronautical radio frequency. WSOs without an AROC are only authorised to listen to the aeronautical radio frequency, but not transmit.

WSOs will at all times maintain a continuous radio listening watch.

In the event the runway is unserviceable and the WSO does not hold an AROC, unserviceability markings will be used so that a pilot can clearly identify that the runway is unserviceable.

During CTAF operations, WSOs have the contact number for the operations centre for air traffic service to communicate unexpected changes to the availability of the aerodrome.

### Time-limited works (TLW) or emergency works

***(Part 139 MOS – 11.07(1)(d))***

**Sample text** – non-controlled aerodrome

TLW are only to be carried out if:

* a works safety officer(s) is present in the vicinity of the works
* normal operations are not disrupted
* the movement area can be restored to normal safety standards, and
* any obstacles created by those works removed in not more than 30 minutes.

At all times during TLW, the WSO is to maintain a continuous radio listening watch.

In the event TLW have been stopped to facilitate an aircraft movement, normal safety standards are to be restored not less than five (5) minutes before the aircraft movement is to occur.

Where TLW have been stopped for an aircraft movement, TLW is only permitted to resume:

* for an aircraft arrival:
  + immediately after the aircraft arrival provided the safety of the aircraft is not endangered
  + if the aircraft has not arrived, at least 30 minutes after the aircraft was due to arrive.
* for an aircraft departure:
  + a minimum period of 15 minutes must have elapsed between the aircraft’s departure and the resumption of TLW.

**Sample text** – controlled aerodrome

A MOWP is not required for time-limited works (TLW) or emergency works.

TLW are only to be carried out if:

* a works safety officer(s) is present in the vicinity of the works
* normal operations are not disrupted
* the movement area can be restored to normal safety standards, and
* any obstacles created by those works removed in not more than 30 minutes.

At all times during TLW, the WSO is to maintain a continuous radio listening watch.

In the event TLW have been stopped to facilitate an aircraft movement, normal safety standards are to be restored not less than five (5) minutes before the aircraft movement is to occur.

Where TLW have been stopped for an aircraft movement, subject to ATC instruction, TLW is only permitted to resume in accordance with the following:

* for an aircraft arrival:
  + immediately after the aircraft arrival provided the safety of the aircraft is not endangered
  + If the aircraft has not arrived, at least 30 minutes after the aircraft was due to arrive.
* for an aircraft departure:
  + a minimum period of 15 minutes must have elapsed between the aircraft’s departure and the resumption of TLW.

### Notifications of TLW or emergency works

***(Part 139 MOS – 11.07(1)(e))***

**Sample text**

TLW or emergency works with recall times between 10 and 30 minutes are to be advised by NOTAM.

For TLW, the **works safety officer is to ensure that a NOTAM has been issued at least 24 hours before the works commence.**

**The request for a NOTAM is to be made in accordance with section 3.1 of this manual.**

**The NOTAM authorised person is to include the following information in the NOTAM request:**

* date and time of commencement of the works
* time required to restore normal safety standards.

Emergency works on a runway, or runway strip are not to commence until ATC (local tower, or the air traffic service centre) have been notified and the publication of a NOTAM advising the changes to the aerodrome has been verified. The operations centre for air transport operators with scheduled services occurring during the expected duration of emergency works is also be advised of the changes occurring due to the works.

### Works at closed aerodrome

***(Part 139 MOS – 11.07(1)(f))***

**Sample text**

To enable works to be completed when the aerodrome is closed, written notice of the intention to close the aerodrome is to be sent, at least 14 days before the aerodrome closure, to:

* air transport operators using the aerodrome
* each other known organisation using the aerodrome which is likely to be affected by the closure
* CASA.

A distribution list of those receiving the written notification will be retained by: *{insert position}.*

A copy of the written notice will be retained by: *{insert position}*

At least 14 days before the aerodrome closure, a NOTAM will also be issued in accordance with section 3.1 of this manual, advising when the aerodrome will be temporarily closed.

## Wildlife hazard management

### Wildlife hazard personnel

***(Part 139 MOS – 11.08(2))***

**Sample text**

The following individuals and positions have responsibilities for wildlife hazard management:

|  |  |
| --- | --- |
| Individual / position | Responsibilities |
| ***{insert individual or position}*** | **monitoring wildlife hazards** |
| ***{insert individual or position}*** | **mitigating wildlife hazards** |

### ****Training of personnel****

#### Training for wildlife hazard monitoring and reporting

***(Part 139 MOS – 17.07(1)(3))***

**Sample text**

**At** *{insert aerodrome name}* Airport, a**ll personnel tasked with wildlife hazard monitoring and reporting are trained, so that they can competently:**

* **conduct wildlife observations and identify high-risk species**
* **assess wildlife populations and describe their behaviour**
* **record information**
* **collect any remains of a wildlife strike on the aerodrome**
* **attempt to facilitate the identification of**
  + **any wildlife involved in a strike event**
  + **any resulting damage to an aircraft**
* **report the outcomes of observations, monitoring and strike collection activities.**

**Re-currency training is completed every: *{insert frequency}***

**The training records of all personnel are kept for a minimum period of three (3) years and are:**

* **Maintained by: *{insert position}***
* **Stored securely at: *{insert location}.***

#### Training for ****wildlife hazard mitigation****

***(Part 139 MOS – 17.07(2)(a)(b)(3))***

**Sample text**

All personnel engaged in wildlife hazard mitigation are trained, so that they can competently:

* engage in active wildlife management without causing a hazard to aviation safety
* assess the effectiveness of any mitigation measures that are taken.

**Re-currency training is completed every: *{insert frequency}***

**The training records of all personnel are kept for a minimum period of three (3) years and are:**

* **Maintained by: *{insert position}***
* **Stored securely at: *{insert location}***

### Wildlife hazard management plan

***(Part 139 MOS – 17.03; 17.04)***

**Sample text** – no wildlife management plan

The type and frequency of aircraft operations does not trigger the requirement for a wildlife hazard management plan, nor does the aerodrome have a high wildlife hazard management risk. A wildlife hazard management plan has not been prepared.

**Sample text** – high wildlife risk – wildlife hazard management plan prepared and implemented

The aerodrome has a high wildlife hazard management risk. Although the type and frequency of aircraft operations does not trigger the requirement, a wildlife hazard management plan that meets the requirements of section 17.04 of the Part 139 MOS has been established and implemented.

The wildlife hazard management plan is a subsidiary document to this manual and is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

**Sample text** – CASA direction – wildlife hazard management plan prepared and implemented

Although the type and frequency of aircraft operations does not trigger the requirement, a wildlife hazard management plan, at the written direction of CASA, that meets the requirements of section 17.04 of the Part 139 MOS has been established and implemented at the direction of CASA.

The wildlife hazard management plan is a subsidiary document to this manual and is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

**Sample text** – 50,000 or more passenger movements / 100,000 or more aircraft movements – wildlife hazard management plan prepared and implemented

As the aerodrome has 50,000 or more air transport passenger movements / 100,000 or more aircraft movements in a financial year, a wildlife hazard management plan that meets the requirements of section 17.04 of the Part 139 MOS has been established and implemented.

The wildlife hazard management plan is a subsidiary document to this manual and is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

**Sample text** – 50,000 or more passenger movements / 100,000 or more aircraft movements / no scheduled international operations – no wildlife hazard management plan due low risk

Although the aerodrome has 50,000 or more air transport passenger movements / 100,000 or more aircraft movements in a financial year, a wildlife hazard management plan has not been prepared as there are no scheduled international operations and the wildlife hazard risk has been assessed as low. CASA’s written approval for not implementing a wildlife hazard management plan is filed at: *{insert location}*.

### Wildlife hazard monitoring

***(Part 139 MOS – 11.08(1)(a); 17.01(3))***

**Sample text**

Wildlife hazards at *{insert aerodrome name}* Airportare monitored as part of the aerodrome serviceability inspection process as shown in section 3.2 of this manual.

In addition to an inspection of the aerodrome boundary fence, and gates, looking for holes or other potential signs of a breach by wildlife, reporting officers will identify and record the following:

* presence of wildlife on and in the vicinity of the aerodrome, which is to include:
  + a count of all birds and animals sighted
  + bird / animal activity, e.g. feeding, flying, nesting
  + species (if known)
  + numbers
  + location.
* seasonal and environmental conditions which may attract wildlife, such as grasses, standing water, uncovered waste, deceased wildlife (e.g. dead rabbits, mice etc.)
* any additional indicators such as new nests or eggs.

All wildlife observed on the aerodrome and in the vicinity of the aerodrome are recorded on the: *{insert form}*

A record of wildlife strikes is also included in the following register:

* Wildlife strike register: *{insert name of wildlife strike register}*
* Stored securely at: *{insert file / record management system}*

All known or suspected wildlife strikes that occur at or in the vicinity of the aerodrome are reported to the Australian Transport Safety Bureau (ATSB)*.* Each month, the wildlife strike statistical reports published by the ATSB are reviewed by: *{insert position}.*

Any reported occurrences near the aerodrome not previously recorded are included in the *{insert name of wildlife strike}* register.

To detect changes in wildlife hazards, reported wildlife observations and the wildlife strike register are reviewed every month by: *{insert position / committee}*

### Wildlife hazard assessment

***(Part 139 MOS – 11.08(1)(b); 17.02(1))***

**Sample text**

Any detected wildlife hazard is assessed for risk to aircraft operations.

The hazard assessment process is completed in accordance with the procedures set out in the aerodrome’s *{safety management system / risk management plan}*.

**When assessing the risks, the following data is considered:**

* wildlife observations
* reported strike events
* reported near miss events
* times of day or year / weather conditions.

Wildlife hazard risk assessments are:

* **Maintained by: *{insert position}***
* **Stored securely at: *{insert location}***

### Wildlife hazard mitigation

***(Part 139 MOS – 11.08(1)(c))***

**Sample text**

The following measures have been implemented to assist in mitigating wildlife hazards:

* all gates are kept locked and rubbish appropriately stored
* grass heights are monitored to prevent seeding
* open unlined drains are regularly inspected and maintained to prevent water retention
* in the event dead birds and animal carcasses are located they are quickly removed
* bird spikes or barriers have been installed on roosting sites.

In the event a reporting officer(s) detects a source of attraction for wildlife, so that further actions can be considered and implemented to minimise the attraction, a report is to be drafted and sent to: *{insert position / committee}*.

**Wildlife mitigation permit(s) is held at the required intervals and renewal is managed by: *{insert position}.***

**Wildlife mitigation permits are stored securely at: *{insert location}.***

### Wildlife hazard reporting (AIP, NOTAM, ATC, UNICOM)

***(Part 139 MOS – 11.08(1)(d); 17.05(1))***

**Sample text**

In the event a wildlife risk is identified on or in the vicinity of the aerodrome, and the risk is a serious or imminent threat and cannot be immediately managed, the reporting officer(s) is to:

* notify ATC (if applicable)
* advise pilots via the CTAF / Unicom
* request the immediate issue of a NOTAM.

Known or seasonal hazards are reported in writing to the AIS provider for publication in the AIP-ERSA

A NOTAM is requested if the hazard is a higher risk than usual, or is of a short term or seasonal nature.

### Liaison with local authorities for wildlife hazard mitigation

***(Part 139 MOS – 11.08(1)(e); 17.01(2))***

**Sample text**

The following is a list of local authorities that have land within a 13 km radius of the aerodrome:

|  |  |
| --- | --- |
| ****Local authority**** | ****Contact**** |
| ***{insert local authority}*** | ***{insert contact details}*** |

*{insert aerodrome name}* Airport engages with these local authorities to ensure that future land uses and development proposals can be carefully considered.

Where existing land use presents a potential risk, site visits are conducted to discuss aviation safety concerns and possible mitigations to reduce those risks. Regular site visits are conducted to ensure mitigations are effective. A record of these sites and the frequency of review is recorded in the table below:

|  |  |
| --- | --- |
| ****Site**** | ****Site inspections**** |
| ***{insert site}*** | ***{insert frequency of inspection}*** |

## Low-visibility operations (LVO)

**Sample text** – low-visibility operations not conducted

Low-visibility operations are not conducted; therefore, this section is NOT APPLICABLE.

**Sample text** – low-visibility operations conducted

Low-visibility operations at *{insert aerodrome name}* Airport are implemented when: *{insert visibility conditions that would enact low-visibility operations}*.

### Low-visibility personnel

***(Part 139 MOS – 11.17(1)(e)(i)(ii))***

**Sample text** – low-visibility operations not conducted

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility operations conducted

The following person(s) have responsibilities in managing low-visibility operations:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Phone number | After-hours phone number |
| *{insert name of person}* | *{insert role of person}* | *{insert phone contact during working hours}* | *{insert phone contact after working hours}* |

#### Runway visibility (RV) assessment personnel

***(Part 139 MOS – 23.08)***

**Sample text** – no appointed runway visibility assessors

No persons at***{insert aerodrome name}* Airport** are authorised to conduct runway visibility assessments.

**Sample text** – appointed runway visibility assessors

The following personnel are authorised and have been appointed to conduct runway visibility assessments at***{insert aerodrome name}* Airport:**

|  |  |
| --- | --- |
| ****Name**** | ****Position**** |
| ***{insert name of appointed RV assessor}*** | ***{insert position}*** |

**Before appointing any personnel, *{insert aerodrome name}* Airport confirms that each proposed runway visibility assessor has:**

* a distant visual acuity of 6/12 or better in each eye separately, and 6/9 or better binocular (with or without correcting lenses)
* a certificate of proficiency in aeronautical radio telephony
* the competence and familiarity to operate on the manoeuvring area of the aerodrome during low-visibility conditions
* demonstrated competence in:
  + identifying the location of each point of observation
  + identifying the visibility markers for each point of observation
  + identifying the relevant runway edge lights for making a runway visibility assessment
  + using the conversion table
  + using the visibility markers chart
  + reporting a runway visibility assessment.

**After initial appointment, to confirm that the appointed RV assessor(s) continue to meet these requirements, assessments are to be conducted every *{insert interval frequency e.g. 12 months}*.**

Records to confirm the attributes and qualifications of each appointed runway visibility assessor are:

* **Maintained by: *{insert position}***
* **Stored securely at: *{insert location}***

### Vehicular traffic in low-visibility operations

***(Part 139 MOS – 11.17(1)(b))***

**Sample text** - low-visibility operations not conducted

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

**Sample text** - low-visibility operations conducted

All airside vehicles operating airside during periods of low visibility are to be lit in accordance with subsection 3.5.3 of this manual.

ATC are responsible for notifying reporting officers that low-visibility operations are in effect.

Once notified, the reporting officer is to ensure:

* airside access is restricted to non-essential vehicles by: *{insert means for restricting airside access i.e. notifying manned access gates / deploying signs at each access gate etc.}*
* advise airport tenants that low-visibility operations are in effect and request that they withdraw non-essential vehicles. The *{insert position}* is responsible for notifying airport tenants. Notification will occur by means of: *{insert method of notification}*.

### CNS facilities in low-visibility operations

***(Part 139 MOS – 11.17(1)(c))***

**Sample text** - low-visibility operations not conducted

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

**Sample text** - low-visibility operations conducted

When low-visibility operations are in effect, vehicles or plant are not permitted to enter or remain in ILS critical areas unless ATC has given specific clearance for the vehicle or plant to enter or remain.

The reporting officer(s) is to contact ATC to confirm that the surface movement guidance control system is operational.

The reporting officer(s) is to deploy additional barriers / signage withdrawing access to any airside roadways that could result in vehicles inadvertently compromising CNS facilities.

### Manoeuvring area inspections in low-visibility operations

***(Part 139 MOS – 11.17(1)(d))***

**Sample text** - low-visibility operations not conducted

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

**Sample text** - low-visibility operations

All vehicles used when conducting inspections of the manoeuvring area during low-visibility operations are to comply with the airside vehicle requirements stated in subsections 3.5.3 and 3.5.4 of this manual.

All manoeuvring area inspections are conducted at the direction of ATC.

The aerodrome reporting officer(s) is to conduct an initial inspection of the manoeuvring area to ensure there is no FOD or other objects that are hazardous to aircraft, and that the aerodrome’s lighting systems essential to low-visibility procedures are operational, specifically:

* runway edge lights
* runway approach lights\*
* runway centreline lights
* runway touchdown zone lights
* PAPIs\*
* taxiway lights\*
* runway guard lights\*
* stop bar lights\*
* illuminated MAGS\*
* RTIL\*.

\*Unless specific concerns have been raised for the function of these systems, they are to be checked during the initial serviceability inspection at commencement of low-visibility operations. Ongoing checks during low-visibility operations do not include these lighting systems.

The frequency of additional inspections is conducted in accordance with the following: *{insert particulars of stakeholder agreement between the aerodrome operator and ATC}.*

### Measuring runway visibility

***(Part 139 MOS – 11.17(1)(a); 23.09(c)(iii)(iv))***

**Sample text** - low-visibility operations not conducted

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility operations conducted - runway visibility (RV) assessments not provided

*{insert aerodrome name}* Airport does not provide runway visibility (RV) assessments.

**Sample text** – low-visibility operations conducted – runway visibility (RV) assessments performed using visibility markers

**Runway visibility markers are used to measure visibility along the following runway(s):**

***{insert runway designation(s) e.g. 03/21}***

**Observations are conducted from fixed locations that are marked as follows:**

***{insert identifiable feature e.g. with a painted orange circle adjacent to the runway centreline}.***

**The following information is shown on the visibility markers chart titled *{insert name of chart e.g. Sample Airport Runway Visibility Marker Chart 0001}*:**

* **the fixed locations in which the visibility assessments are conducted**
* **the location of the day and night visibility markers, and**
* **their distances in metres and bearings from the point of observation.**

**When performing runway visibility assessments, optical devices (other than medically prescribed sight correction lenses) that enhance normal distance vision are not to be used. Unless otherwise impossible, observations are not to be made through a vehicle’s window or windscreen.**

**To conduct the runway visibility assessment, the appointed RV assessor is to:**

* **make the assessment from an observation point nominated in the procedure**
* **establish the farthest visibility marker that can be seen and identified, and**
* **using the visibility markers chart, determine the distance in metres to the nearest 50 m increment, rounding down to the lesser value.**

**The RV assessor is to maintain a record of each visibility assessment conducted.**

**Sample text** – low-visibility operations conducted – runway visibility (RV) assessments performed using runway edge lights

**Runway lights are used to measure visibility along runway *{insert runway designation e.g. 03/21}.***

**Observations are conducted from fixed locations that are marked *{insert identifiable feature e.g. with a painted orange circle adjacent to the runway centreline}.***

**The following information is shown on the visibility conversion chart titled *{insert name of chart e.g. Sample Airport Runway Visibility Conversion Chart 0001}*:**

* **the actual spacing between each runway light, and**
* **their distances in metres and the runway bearing from the point of observation.**

**When performing runway visibility assessments, optical devices (other than medically prescribed sight correction lenses) that enhance normal distance vision are not to be used. Unless otherwise impossible, observations are not to be made through a vehicle’s window or windscreen.**

**To conduct the runway visibility assessment, the appointed RV assessor is to:**

* **make the assessment from a nominated observation point nominated in the procedure.**
* **establish the farthest runway light that can be seen and identified, and**
* **using the conversion chart, determine the distance in metres to the nearest 50 m increment, rounding down to the lesser value.**

**The RV assessor is to maintain a record of each visibility assessment conducted.**

**Sample text** – low-visibility operations conducted – electronic meteorological sensor assessments (transmissometers)

**The primary means for assessing visibility along the runway is by automatic meteorological sensors (transmissometers) approved by the Bureau of Meteorology (BOM) to determine runway visual range (RVR).**

### ****Communicating visibility measurements to ATC or pilots****

***(Part 139 MOS – 11.17(1)(a))***

**Sample text** - low-visibility operations not conducted

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures conducted - RV measurements to ATC or pilot

The RV assessor is to **immediately report the visibility to ATC or the pilot, in the following manner:**

***“RUNWAY VISIBILITY, RUNWAY [runway number], THRESHOLD [distance assessed in meters] (or if applicable MIDPONT [distance assessed in meters]), ASSESSED AT [time] UTC.”***

**If runway visibility is below 350 m, the RV assessor(s) is to report the runway visibility as “less than 350 m”.**

**In the event runway visibility varies during the assessment, the RV assessor(s) is to report the lowest value observed.**

**An RV assessment is only provided to a pilot if the assessment was conducted within the previous 20 minutes. If a pilot commences to taxi after the last CTAF report, a general broadcast is made advising either the details of the last observation, or “more than 20 minutes has occurred since the last RV assessment, there is no current RV information”.**

**Sample text – RVR - automatic relay to ATC**

**RVR information is relayed directedly to ATC.**

### Transmissometers

***(Part 139 MOS – 11.17(2))***

**Sample text** – no transmissometers

Transmissometers are not installed at *{insert aerodrome name}* Airport; therefore, this is NOT APPLICABLE.

**Sample text** – transmissometers installed

Details on the transmissometers **installed at aerodrome are in the table below:**

|  |  |
| --- | --- |
| **Runway** | **Transmissometer details** |
| ***{insert runway designation}*** | ***{choose one of the following}***   * ***one pair of sensors at the touchdown zone*** * ***two (2) pairs of sensors - one at the touchdown zone and the other at:*** * ***the midpoint zone, or*** * ***runway stop-end zone.*** * ***three (3) pairs of sensors - one at the touchdown zone, one at the midpoint zone, and one at the stop end zone.*** |

**The locations of the sensors are shown in *{insert name of plan e.g. RVR location Plan 0001}*, which is available at:***{inset location}*

**The equipment has been calibrated to assess visibility that has been affected by *{insert particulate type e.g. fog, mist, smoke, dust etc.}*.**

**Maintenance of the transmissometers occurs in accordance with the following:**

***{insert procedures for maintenance}*.**

### Low-visibility procedures (LVP)

***(Part 139 MOS – Chapter 23)***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established

Low-visibility procedures (LVP) that take into account the local conditions, and which meet the requirements of Chapter 23 of the Part 139 MOS, have been established and implemented.

These procedures were developed in consultation with:

* ATC
* aircraft operators operating at the aerodrome
* aerodrome service providers.

#### Specific circumstances for LVP

***(Part 139 MOS – 23.02(c)(i))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The specific circumstances in which LVP measures are to be initiated, fully implemented and terminated are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Nominated rate of aerodrome movements

***(Part 139 MOS – 23.02(c)(ii))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for supporting the nominated rate of aerodrome movements when low-visibility procedures are in effect are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### LVP-related training and authorisation for airside drivers

***(Part 139 MOS – 23.02(c)(iii))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for training and authorisation of airside drivers and other operational personnel when low-visibility procedures are in effect are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

Training records are:

* **Retained by: *{insert position}***
* **Stored securely at: *{insert location}***

#### Control of airside operations

***(Part 139 MOS – 23.02(c)(iv))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for controlling airside operations including vehicles, drivers and other personnel when low-visibility procedures are in effect are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Withdrawal of non-essential vehicles and personnel

***(Part 139 MOS – 23.02(c)(v))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for withdrawing non-essential vehicles and personnel when low-visibility procedures are in effect are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Suspension of visual and non-visual aid maintenance

***(Part 139 MOS – 23.02(c)(vi))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for suspending routine maintenance on visual and non-visual aids when low-visibility procedures are in effect are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Securing airside access and preventing entry

***(Part 139 MOS – 23.02(c)(vii))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for securing airside access and preventing inappropriate or inadvertent entry when low-visibility procedures are in effect are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Alerting of LVP

***(Part 139 MOS – 23.02(c)(viii))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for alerting scheduled air transport operations, emergency services aircraft, or other affected organisations to LVP are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Coordinating LVP activities with ATC

***(Part 139 MOS – 23.02(c)(ix))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for coordination of LVP activities with ATC are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Physical checks of lighting and warning devices

***(Part 139 MOS – 23.02(c)(x))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for physically checking lighting installations and warning devices during LVP are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Protection of areas for ILS

***(Part 139 MOS – 23.02(c)(xi))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for protecting critical and sensitive areas for ILS and other precision approach aids during LVP are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Emergency responses during LVP

***(Part 139 MOS – 23.02(c)(xii))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for emergencies during LVP are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### LVP status

***(Part 139 MOS – 23.02(c)(xiii))***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – low-visibility procedures established – subsidiary document

The procedures for establishing and promulgating a single point form which definitive information about the current status of LVP can be confirmed are documented in *{insert name of procedure}*.

This procedure is a subsidiary document to this manual and is available at *{insert location}*.

#### Review of low-visibility procedures

***(Part 139 MOS – 23.04)***

**Sample text** – low-visibility procedures not established

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

**Sample text** – reviewing low-visibility procedures

Low-visibility procedures are regularly reviewed to ensure their continuing effectiveness. Local ATC and other persons or organisations involved are consulted in the review process.

The review is to be completed before the time of the year when low visibility is likely to occur.

Evidence of the review will be maintained by: ***{insert position}***

## Disabled aircraft removal

### Aircraft removal personnel

***(Part 139 MOS – 11.13(e)(i)(ii))***

**Sample text**

The following person(s) have responsibilities for arranging the removal of disabled aircraft:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Phone number | After-hours phone number |
| *{insert name of person}* | *{insert role of person}* | *{insert phone contact during working hours}* | *{insert phone contact after working hours}* |

### Aircraft removal – aerodrome operator & aircraft certificate holder

***(Part 139 MOS – 11.13(a))***

**Sample text**

The registered owner or aircraft operator has complete responsibility for removing their aircraft should it become disabled. All airline operators are therefore expected to have aircraft recovery plans which identify any special equipment that may be necessary.

***{insert aerodrome name}* Airport coordinates the aircraft recovery operation to ensure that the disabled aircraft is** removed in a timely and efficient manner.

Removal of damaged aircraft may be subject to clearance of Australian Transport Safety Bureau and other investigating teams.

Although the aircraft owner is responsible,***{insert aerodrome name}* Airport** may, where necessary, initiate salvage action when:

* there is a serious and imminent threat or hazard to other aircraft, vehicles or personnel on the movement area
* the aircraft operator refuses to move a disabled aircraft, or neglects to do so within a reasonable time.

In these instances, ***{insert aerodrome name}* Airport accepts no responsibility for any loss or damage of any kind resulting from this action, and the aircraft operator shall be held responsible for all costs incurred.**

Once a runway is negatively impacted (unavailable), or a reduction in operating length is required, a NOTAM is to be issued in accordance with section 3.1 of this manual.

Appropriate visual aids are deployed, when necessary, to mark unserviceable portions of the aircraft movement area by ***{insert position}*.**

### Notifying aircraft certificate holder

***(Part 139 MOS – 11.13(b))***

**Sample text**

The pilot of a disabled aircraft is expected to notify the holder of the aircraft's certificate of registration in the first instance.

If the pilot is not available or is unable to notify the certificate of registration holder, the required notification is to be issued by***{insert position}***.

If the certificate of registration is not known to***{insert aerodrome name}* Airport,** details are to be obtained from the pilot, if possible, or if available, from the CASA website via:[*https://www.casa.gov.au/aircraft/civil-aircraft-register*](https://www.casa.gov.au/aircraft/civil-aircraft-register)

### Liaising with the ATSB, Defence and ATC

***(Part 139 MOS – 11.13(c))***

**Sample text** – non controlled aerodrome

If the disabled aircraft cannot be immediately removed from the movement area, ***{insert aerodrome name}* Airport** will ensure:

* unserviceability markers, markings and lights are displayed as required
* the NOF is notified of the unserviceability, or changes to the runway or taxiway as applicable.

In the absence of a representative from ***{insert aerodrome name}* Airport**, the pilot is expected to advise air traffic services of the disabled aircraft closing the runway or airport. As there is no Air Traffic Control at***{insert aerodrome name}* Airport**, this notification is expected to occur on the general area frequency should VHF be available on the ground. Once a representative from ***{insert aerodrome name}* Airport** becomes aware of the disabled aircraft, they are to confirm with the pilot that the air traffic services have been notified.

The ATSB will be notified immediately of an occurrence that requires their involvement.

**Sample text** – controlled aerodrome

As***{insert aerodrome name}* Airport** is a controlled aerodrome, the pilot is expected to confirm with Air Traffic Control that they are aware of the disabled aircraft.

The ATSB will be notified immediately of an occurrence that requires their involvement.

**Sample text** – defence aerodrome

As***{insert aerodrome name}* Airport** is a defence aerodrome, the pilot is expected to confirm with Military Air Traffic Control that they are aware of the disabled aircraft.

The ATSB will be notified immediately of an occurrence that requires their involvement.

### Equipment and person(s) to remove aircraft

***(Part 139 MOS – 11.13(d))***

**Sample text**

The holder of the aircraft's certificate of registration is expected to provide, by the fastest means possible, any specialised equipment and personnel required to remove a disabled aircraft.

Prior to engaging recovery assistance from***{insert aerodrome name}* Airport**, the aircraft operator is required to indemnify***{insert aerodrome name}* Airport** from any adverse consequence resulting from any activities during the recovery process.

***{insert aerodrome name}* Airport** is to advise the aircraft operator of the contacts of any commercial crane operators that may assist in providing equipment for the removal of disabled aircraft.

## Aerodrome safety management

### Safety management system (SMS)

***(Part 139 MOS – 11.09(1); 25.02; 25.03; 25.04)***

**Sample text** – aerodrome has less than 50,000 air transport passenger movements / less than 100,000 aircraft movements – no safety management system

As the aerodrome has less than 50,000 air transport passenger movements / less than 100,000 aircraft movements in a financial year, a safety management system has not been prepared or implemented.

**Sample text** – aerodrome has less than 50,000 air transport passenger movements / fewer than 100,000 aircraft movements – safety management system implemented

Although the type and frequency of aircraft operations does not trigger the requirement for a safety management system, an SMS that meets the requirements of section 25.03 of the Part 139 MOS has been prepared and implemented. The SMS is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

**Sample text** – aerodrome has 50,000 or more air transport passenger movements / 100,000 or more aircraft movements – no scheduled international air transport operations

As the aerodrome has 50,000 or more air transport passenger movements, or 100,000 or more aircraft movements, and scheduled international air transport operations are not conducted, an SMS that meets the requirements of section 25.03 of the Part 139 MOS has been prepared and implemented. The SMS is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

**Sample text** - scheduled international air transport operations

**As the aerodrome has** scheduled international air transport operations, an SMS that meets the requirements of section 25.04 of the Part 139 MOS has been prepared and implemented. The SMS is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

### Risk management plan

***(Part 139 MOS – 11.09(2); Chapter 26)***

**Sample text** – aerodrome has less than 25,000 air transport passenger movements / less than 20,000 aircraft movements – no risk management plan

As the aerodrome has less than 25,000 air transport passenger movements / less than 20,000 aircraft movements in a financial year, a risk management plan has not been prepared or implemented.

**Sample text** – aerodrome has less than 25,000 air transport passenger movements / less than 20,000 aircraft movements – risk management plan implemented

Although the type and frequency of aircraft operations does not trigger the requirement for a risk management plan,a risk management planthat meets the requirements of section 26.01 of the Part 139 MOS has been prepared and implemented. The risk management plan is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

**Sample text** – aerodrome has 25,000 or more, and less than 50,000 air transport passenger movements / 20,000 or more, and less than 100,000 aircraft movements

As **the aerodrome**has 25,000 or more, and less than 50,000 air transport passenger movements, or 20,000 or more, and less than 100,000 aircraft movements in a financial year, a risk management plan that meets the requirements of section 26.01 of the Part 139 MOS has been prepared and implemented. The risk management plan is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

**Sample text** – aerodrome has 50,000 or more air transport passenger movements / 100,000 or more aircraft movements – risk management plan contained in SMS

As the aerodrome has 50,000 or more air transport passenger movements, or 100,000 or more aircraft movements in a financial year, an SMS has been prepared and implemented. The procedures to manage risk are contained in the SMS framework.

# Aerodrome Emergency Response

## Emergency response personnel

***(Part 139 MOS – 11.12(2)(a)-(e))***

**Sample text** – aerodromes with an aerodrome emergency plan (AEP)

The following individuals or positionshave responsibilities in an aerodrome emergency response:

|  |  |
| --- | --- |
| ****Individuals / positions**** | ****Responsibilities**** |
| ***{insert individual or position}*** | Maintaining aerodrome emergency response procedures |
| ***{insert individual or position}*** | Notifying procedures to initiate an emergency response |
| ***{insert individual or position}*** | Initiating emergency response actions by aerodrome personnel |
| ***{insert individual or position}*** | Returning the aerodrome to operational status after an emergency |
| ***{insert individual or position}*** | Reviewing the aerodrome emergency plan |

**Sample text** – aerodromes with no aerodrome emergency plan (AEP)

|  |  |
| --- | --- |
| ****Individuals / positions**** | ****Responsibilities**** |
| ***{insert individual or position}*** | Maintaining aerodrome emergency response procedures |
| ***{insert individual or position}*** | Notifying procedures to initiate an emergency response |
| ***{insert individual or position}*** | Initiating emergency response actions by aerodrome personnel |
| ***{insert individual or position}*** | Returning the aerodrome to operational status after an emergency |
| ***{insert individual or position}*** | Monitoring the function of the aerodrome response plan in local emergency planning arrangements |

## Aerodrome emergency response

***(Part 139 MOS – 11.12; Chapter 24)***

### Aerodrome emergency plan (AEP)

***(Part 139 MOS – Chapter 24)***

**Sample text** – local / state emergency response plan

The type and frequency of aircraft operations at ***{insert aerodrome name}* Airport** does not trigger the requirement for an aerodrome emergency plan; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aerodrome emergency plan

An AEP that meets the requirements of section 24.02 of the Part 139 MOS has been established and implemented. The aerodrome emergency plan is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

### Local / state emergency response plan

***(Part 139 MOS – Chapter 24)***

**Sample text** – aerodrome emergency plan

An AEP has been established and implemented at ***{insert aerodrome name}* Airport**; therefore, this subsection is NOT APPLICABLE.

**Sample text** –local / state emergency response plan

The aerodrome has emergency response arrangements that meet the requirements of section 24.03 of the Part 139 MOS and are represented in the local / state emergency response plan.

These emergency response arrangements are:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

## Aerodrome emergency procedures

### Aerodrome emergency committee

***(Part 139 MOS – 11.12(1)(a)(i))***

**Sample text** – no emergency committee

The type and frequency of aircraft operations at ***{insert aerodrome name}* Airport** does not trigger the requirement for an aerodrome emergency committee. An aerodrome emergency committee has not been established.

**Sample text** – emergency committee established

An aerodrome emergency committee has been established at ***{insert aerodrome name}* Airport*.***The position of each member on the aerodrome emergency committee is recorded in the table below:

|  |  |
| --- | --- |
| Position | Organisation |
| {insert position} | {insert organisation} |
| *{insert position}* | *{insert organisation}* |

The responsibility of the aerodrome emergency committee is to ensure an appropriate and commensurate response in the event of a real emergency. The aerodrome emergency committee has assisted in:

* preparing and maintaining the aerodrome emergency plan
* planning the emergency response arrangements, including emergency preparation, testing and exercising the aerodrome’s emergency plan.

The aerodrome emergency committee conducts a review of the aerodrome emergency plan following a test, an exercise, a real activation of the plan, or at least once annually.

Records of each review will be:

* Retained by: *{insert position}*
* Available at: *{insert location}*.

### Emergency service organisations

***(Part 139 MOS – 11.12(1)(a)(ii))***

**Sample text** – local / state emergency response plan

Descriptions of the roles of each emergency service organisation involved in the *{insert aerodrome name}* Airport emergency response arrangements are recorded in the table below:

|  |  |
| --- | --- |
| ****Emergency service organisation**** | ****Role description**** |
| ***{insert emergency service organisation}*** | ***{insert role description of that organisation}*** |

**Sample text** – aerodrome emergency plan

Descriptions of the roles of each emergency service organisation involved in the *{insert aerodrome name}* Airport AEP are recorded in the table below:

|  |  |
| --- | --- |
| ****Emergency service organisation**** | ****Role description**** |
| ***{insert emergency service organisation}*** | ***{insert role description of that organisation}*** |

### Local emergency planning arrangements

***(Part 139 MOS – 11.12(1)(a)(iii))***

**Sample text**

**T**o ensure a coordinated response, the following procedures are followed when liaising with authorised person(s) responsible for local emergency planning arrangements:

*{insert procedures for liaison with the authorised person responsible for local emergency planning arrangements}.*

### Notification and initiation of emergency response

***(Part 139 MOS – 11.12(1)(a)(iv); 24.04)***

**Sample text**

**N**otification of an emergency will be made without delay.

To ensure agencies respond appropriately, it is important that all information known about the emergency is relayed as accurately as possible. The following information is to be relayed as applicable:

* exact location of the incident (including location details and map references etc.)
* nature of the incident
* type of aircraft
* estimated time of arrival of the aircraft involved and the runway to be used (if applicable)
* number of persons on board (including passengers and crew)
* presence of hazardous materials including dangerous goods
* any other relevant information.

To assist responding emergency agencies, location details and / or maps of the aerodrome and its immediate vicinity have been provided. The location details and / or maps show:

* primary and secondary access points
* emergency assembly areas
* aerodrome hazards.

The location details and / or maps are available at: *{insert location}*.

### Activation, control and coordination of emergency responders

***(Part 139 MOS – 11.12(1)(a)(v))***

**Sample text** – no aerodrome-based emergency responders

***{insert aerodrome name}* Airport** does not have any aerodrome-based emergency responders; therefore, this subsection is NOT APPLICABLE.

**Sample text** - aerodrome-based emergency responders

Procedures for activation, control and coordination of aerodrome-based emergency responders during the initial stages of an emergency at ***{insert aerodrome name}* Airport** are as follows:

*{insert procedure for activation, control and coordination of aerodrome-based emergency responders}*.

### Aerodrome emergency facilities

***(Part 139 MOS – 11.12(1)(a)(vi))***

**Sample text** – no emergency facilities available

***{insert aerodrome name}* Airport** does not have emergency facilities available; therefore, this subsection is NOT APPLICABLE.

**Sample text** – emergency facilities available

The facilities and specialist emergency equipment that are available at the aerodrome in the event of an emergency, and their procedures for use, are recorded below:

*{insert an inventory of available facilities for use in an emergency and the procedures for their use}*.

### Access and management of assembly areas

***(Part 139 MOS – 11.12(1)(a)(vii))***

**Sample text**

The procedures for access and the management of assembly areas are described below:

***{insert procedures for access and the management of assembly areas****}*.

### Response to a local stand-by event

***(Part 139 MOS – 11.12(1)(a)(viii))***

**Sample text**

The procedures to respond to a local stand-by eventare described below:

*{insert procedures for response to a local stand-by event}*.

### Initial response to full emergency

***(Part 139 MOS – 11.12(1)(a)(ix))***

**Sample text**

The procedures to respond to a full emergency at,or in the immediate vicinity of the aerodrome, are described below:

*{insert procedures for response to a full emergency}*.

## Readiness of emergency facilities, access points & assembly areas

***(Part 139 MOS – 11.12(1)(b))***

**Sample text**

The arrangements for keeping aerodrome emergency facilities, access points and assembly areas (if any) in a state of readiness are described below:

*{insert arrangements for keeping aerodrome emergency facilities, access points and assembly areas in a state of readiness}*.

## **Emergency** responder **preparedness**

***(Part 139 MOS – 11.12(1)(c))***

### Site inductions for e**mergency** responders

***(Part 139 MOS – 11.12(1)(c)(i))***

**Sample text** – aerodrome-established emergency response plan

The aerodrome has an aerodrome emergency plan; therefore, this subsection is NOT APPLICABLE.

**Sample text** - local / state emergency response plan

To ensure local emergency responders are familiar with the aerodrome and the immediate surrounds, familiarisation tours are conducted.

During these tours, emergency responders are:

* shown the location and operation of:
  + aerodrome access points (including routes to get to the access points)
  + aerodrome assembly areas
  + aerodrome emergency facilities and equipment.
* made aware of hazardous storage facilities and materials at the aerodrome
* made aware of procedures to be followed when responding to an incident, including airside driving hazards.

### Emergency response training

***(Part 139 MOS – 11.12(1)(c)(ii))***

**Sample text** – local / state emergency response plan

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aerodrome emergency plan

To ensure airport personneland off-aerodrome responders are adequately trained in responding to an emergency, an initial and ongoing cyclic training programme has been established.

A register of training modules is:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

Training records are:

* Maintained by: *{insert position}*
* Available at: *{insert location}*.

### Emergency exercises

***(Part 139 MOS – 11.12(1)(c)(iii))***

**Sample text** – local / state emergency response plan

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aerodrome emergency plan – full scale emergency exercises (2-year intervals)

A full-scale emergency exercise is conducted at intervals not exceeding two (2) years. Partial emergency exercises are held in each intervening year.

Following each exercise, a debrief is held to obtain feedback from volunteers and responding organisations. Records of these reviews are:

* Retained by: *{insert position}*
* Stored securely at: *{insert location}*.

**Sample text** – aerodrome emergency plan – modular testing and full-scale emergency exercises (3-year intervals)

A full-scale emergency exercise is conducted at intervals not exceeding three (3) years. A series of modular tests are conducted at regular intervals throughout the remaining three-year (3) period.

Following each exercise, a debrief is held to obtain feedback from volunteers and responding organisations. Records of these reviews are:

* Retained by: *{insert position}*
* Stored securely at: *{insert location}*.

## Post-emergency return to operational status

***(Part 139 MOS – 11.12(1)(d))***

**Sample text**

Aircraft operations will only be resumed when:

* circumstances permit aircraft to operate safely
* the airport movement area is secured
* there is no interference to emergency response activities
* all stakeholders are aware that the emergency response has been formally stood down, or a plan has been established to recommence operations while phases of the emergency response have not been finalised.

If the aerodrome has been closed due to the occurrence of an emergency, normal aircraft operations are not to resume until there are adequate aerodrome personnel available to support the resumption of operations, and trained aerodrome personnel have:

* conducted an inspection of the movement area making sure that the runway and taxiway surfaces are free of hazards that may cause damage to aircraft
* provided confirmation that the movement area is serviceable and safe to resume normal aircraft operations
* ensured that areas which remain closed are suitably marked and lit to distinguish their unserviceability
* completed an assessment that any operational equipment on or near the aerodrome as part of the emergency response does not infringe the prescribed airspace (OLS or PANS-OPS)
* if a displaced threshold is required, all components of the OLS will be assessed based on the displaced threshold location
* ensured the accuracy of information published in NOTAM.

Where the emergency is confined, operations are only able to resume under restricted conditions. *{insert aerodrome operator’s name}* ensures all hazards are identified and appropriately assessed prior to the commencement of restricted operations. In completing this assessment and to ensure the ongoing integrity of CNS and MET equipment, communication navigation and surveillance systems specialists are consulted by: *{insert position}.*

The ATSB is to be consulted as they may require the preservation of evidence which may affect the return of part, or all of the movement area, to service.

## Reviews of aerodrome emergency plan (AEP)

***(Part 139 MOS – 11.12(1)(e); 24.05(2))***

**Sample text** – local / state emergency response plan

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

**Sample text** – aerodrome emergency plan

The aerodrome emergency plan is to be reviewed:

* following a test or exercise
* after the occurrence of a real emergency that requires activation of the aerodrome emergency plan
* at least once annually.

Documented evidence of each review is:

* Retained by: *{insert position}*
* Stored securely at: *{insert location}*.

## Monitoring local emergency planning arrangements

***(Part 139 MOS – 11.12(1)(e))***

**Sample text** – aerodrome emergency plan

The aerodrome has an AEP; therefore, this section is NOT APPLICABLE.

**Sample text** – local / state emergency response plan

Procedures pertaining to the function of the aerodrome in local emergency planning arrangements are to be reviewed with local emergency responders at least once every two (2) years.

Documented evidence of each review is:

* Retained by: *{insert position}*
* Stored securely at: *{insert location}*.

1. Heading
   1. Appendix subsection