



# DRAFT Advisory Circular

AC 139-09(0)

MAY 2005

## AERODROME SAFETY INSPECTIONS AT REGISTERED AND CERTAIN OTHER AERODROMES

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### 1. REFERENCES

1	This Advisory Circular (AC) should be read in conjunction with:
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2	• Regulation 206 of Civil Aviation Regulations 1988 (CAR)
2	• Civil Aviation Safety Regulation (CASR) 139.265
	• CASR 139.300
3	• CASR 139.315
	• CASR 139.320
	• CASR 139.335
4	• CASR 139.345
	• Appendix 1 to CASRs 139.315 and 139.345
4	• Manual of Standards (MOS) Part 139 – Aerodromes: Chapters 12 and 13
7	• Advisory Circular (AC) 139-03(0) - Application for Approval to Conduct Safety Inspections at Registered and Certain Other Aerodromes
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*Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.*

*Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.*

*ACs should always be read in conjunction with the referenced regulations*

## 2. PURPOSE

2.1 The purpose of this AC is to provide guidance on what aspects of the aerodrome information, operating procedures, staff knowledge and physical characteristics need to be checked, verified and reported on as part of the Aerodrome Safety Inspection.

## 3. STATUS OF THIS AC

3.1 This is the first AC to be written on the subject of the conduct of Aerodrome Safety Inspections at “Registered” and “Certain Other” aerodromes.

## 4. BACKGROUND

4.1 The regulations governing the requirement for, and conduct of, Aerodrome Safety Inspections at aerodromes changed significantly with the introduction of CASR Part 139 in May 2003.

4.2 From 1 May 2003 operators of “Registered” and “Certain other” aerodromes assumed additional responsibilities for aerodrome safety.

4.3 Operators of “Registered” aerodromes used by aircraft with more than nine passenger seats engaged in Regular Public Transport (RPT) or Charter operations now need to arrange an annual Aerodrome Safety Inspection and Report.

4.4 Operators of “Certain other” aerodromes also assumed additional responsibilities for Aerodrome Safety Inspections. From 1 May 2003 “Certain other” aerodromes used by aircraft with more than nine passenger seats engaged in RPT or Charter operations, and operating at least once a week, will now need to arrange an annual Aerodrome Safety Inspection and Report.

## 5. DEFINITIONS

**Approved Person** means a person approved under CASR 139.320.

**Certain Other Aerodrome** means an aerodrome that falls into the classification of “certain other” aerodrome by virtue of CASR 139.335.

**Charter operation** means operations for the commercial purpose mentioned in paragraph 206 (b) of the *Civil Aviation Regulations 1988* (CAR 1988).

**Maximum Passenger Seating Capacity** for an aircraft means the maximum number of seats for persons (excluding flight crew and cabin crew) in the aircraft that is:

- (a) approved by CASA; and
- (b) specified in the aircraft operators operations manual.

**Registered Aerodrome** means an aerodrome that is registered under CASR 139.265.

**Regular Public Transport Operations** means operations for the commercial purpose mentioned in paragraph 206 (c) of CAR 1988.

## 6. WHICH AERODROMES REQUIRE AN AERODROME SAFETY INSPECTION (ASI)?

### 6.1 This AC applies to:

- Operators of **Registered Aerodromes** used by **aircraft with a maximum passenger seating capacity of more than nine passenger seats** engaged in **RPT** operations
- Operators of **Other Aerodromes** used by **aircraft with a maximum passenger seating capacity of more than nine passenger seats** engaged in **RPT** operations with a frequency of use at least once a week
- Operators of **Registered Aerodromes** used by **aircraft with a maximum passenger seating capacity of more than nine passenger seats** engaged in **Charter** operations
- Operators of **Other Aerodromes** used by **aircraft with a maximum passenger seating capacity of more than nine passenger seats** engaged in **Charter** operations with a frequency of use **at least once a week**
- Registered Aerodrome operators who are **looking to introduce an RPT or Charter** service by **aircraft with a maximum passenger seating capacity of more than nine passenger seats**
- **Persons** who carry out **Aerodrome Safety Inspections** and compile the report

6.2 Where an ASI is produced for an aerodrome that does not fit into one of the categories outlined in paragraph 6.1 above, we recommend that the person preparing the report follow the format and content guidelines contained in this AC.

## 7. WHEN IS AN AERODROME SAFETY INSPECTION TO BE CARRIED OUT?

7.1 For new aerodromes that are being “registered”, an Aerodrome Safety Inspection is required as part of the initial registration process.

7.2 For new aerodromes that are being classified as a “certain other” aerodrome, an Aerodrome Safety Inspection is required as part of the initial classification process, or when requested by a CASA Aerodrome Inspector.

7.3 For existing Licensed Aerodromes that are becoming a “registered” aerodrome, the next aerodrome safety inspection and report is required 12 months from the date of registration.

7.4 For existing Licensed Aerodromes that are transferring to the “certain other” category, the next aerodrome safety inspection and report is required 12 months from the date of classification as a “Certain Other” aerodrome.

7.5 For all aerodromes that are required to conduct an Aerodrome Safety Inspection, all subsequent Inspections must be conducted within 12 months of the previous inspection.

## **8. WHO MAY CONDUCT AN AERODROME SAFETY INSPECTION?**

**8.1** An Aerodrome Safety Inspection (and subsequent report) must be carried out by a person approved by CASA to conduct this function.

**8.2** CASR 139.320 states that a person who wishes to apply to CASA for approval to perform these inspections must have appropriate qualifications and experience. This includes:

- a recognised degree, diploma or certificate in civil engineering, surveying **or** a related field **and** a sound knowledge of the regulations and the standards practices and procedures that are applicable to the maintenance and operation of an aerodrome
- or**
- other qualifications, knowledge and experience that CASA considers suitable for conducting an aerodrome safety inspection

**8.3** To simplify the approval process for “approved persons”, an administrative scheme has been put in place to test the knowledge of those persons seeking to gain CASA approval to conduct Aerodrome Safety Inspections. This scheme is described in more detail in Advisory Circular 139-03(0) — Application for approval to conduct safety inspections at registered and certain other aerodromes.

**8.4** The Aerodrome Safety Inspection may only be carried out by a person approved by CASA under CASR 139.320. Any person who purports to have CASA approval will be able to produce a Letter of Competency from CASA to prove this and will be listed on the CASA web site. (See [www.casa.gov.au/aerodromes/app\\_persons.htm](http://www.casa.gov.au/aerodromes/app_persons.htm))

## **9. WHAT NEEDS TO BE CHECKED AND VERIFIED AS PART OF THE AERODROME SAFETY INSPECTION?**

**9.1** The intent of the Aerodrome Safety Inspection is to provide the aerodrome operator (and CASA) with an assurance that all of the issues critical to the safe operation of the aerodrome have been checked, assessed and any deficiencies have been detected, reported on and a process put in place to rectify these issues.

**9.2** The scope and reporting requirements of the Aerodrome Safety Inspection for both “Registered” and “Certain Other” aerodromes is identical and covers the following four elements:

- Details of the aerodrome
- Aerodrome operating procedures
- Reporting officer competency
- Details relating to the movement area etc

### **9.3 Details of the Aerodrome**

**9.3.1** The first part of the inspection is the checking and verification of the currency and accuracy of the aerodrome information published in the Aeronautical Information Publication — Enroute Supplement Australia (AIP-ERSA).

**9.3.2** A full and thorough check of all of the published data should be carried out. The following aspects of the ERSA information will need to be checked and verified both for their currency and accuracy:

- (a) details of the location of the aerodrome;
- (b) the name and address of the aerodrome operator;
- (c) details of the movement area;
- (d) details of runway distances available;
- (e) details of the aerodrome lighting;
- (f) details of ground services;
- (g) details of any notice, special conditions or other procedures;
- (h) aerodrome diagram.

**9.3.3** As part of this, information contained in current NOTAMs should also be checked and verified.

**9.3.4** In the case of “certain other” aerodromes, where the aerodrome data is not published in ERSA, check that the aerodrome information provided to the RPT or Charter operators is current, and that there are procedures in place to inform these aircraft operators of any changes to the condition of the aerodrome.

### **9.4 Aerodrome Operating Procedures**

**9.4.1** The second part of the Aerodrome Safety Inspection is the check of the aerodrome operating procedures to ensure that the aerodrome operator is operating the aerodrome in accordance with his published procedures.

**9.4.2** Whilst there is no mandatory requirement for the operator of a “registered” or “certain other” aerodrome to have an Aerodrome Manual, there is a requirement for them to have procedures in place for the safe operation of the aerodrome. CASA recommends that those arrangements, specifically those relating to the aerodrome safety function, be in writing to avoid any confusion.

**9.4.3** The following aerodrome operating procedures must be checked as part of the Aerodrome Safety Inspection to ensure that they are being complied with:

- (a) records of aerodrome inspections;
- (b) records of notices given to the NOTAM Office and AIS (or to the RPT and/or Charter operators);
- (c) records for initiating and conducting aerodrome works.

**9.4.4** The check of the aerodrome operating procedures needs to be an analytical assessment of the suitability of the written procedures for the size and scale of the operation of the aerodrome.

**9.4.5** The Aerodrome Safety Inspection is also meant to be a check that the aerodrome operator is complying with their established operating procedures.

**9.4.6** Finally, as part of the inspection, check that the aerodrome operator is complying with the operational safety standards set out in Chapter 12 and 13 of MOS Part 139.

## **9.5 Reporting Officer Competency**

**9.5.1** The third part of the Aerodrome Safety Inspection is the check of the competency of the Aerodrome Reporting Officer (ARO).

**9.5.2** The Regulations require that the person conducting the Aerodrome Safety Inspection check each and every person appointed as a Reporting Officer for the aerodrome, to ensure that they are competent to carry out the reporting officer function.

**9.5.3** The Competency Standards published on the CASA web site ([www.casa.gov.au/download/caaps/drome/89c\\_att.pdf](http://www.casa.gov.au/download/caaps/drome/89c_att.pdf)) are a good starting point for when checking the competency of the reporting officer staff.

**9.5.4** A full and thorough check of the person's ability to perform the safety critical functions of an Aerodrome Reporting Officer is needed.

## **9.6 Details relating to the movement area etc**

**9.6.1** The fourth part of the Aerodrome Safety Inspection is the check of the physical condition of the aerodrome itself. Here we are looking for a visual check of the condition of the pavements, markers, markings, lights etc, to get a picture of how well the facility is being maintained. If the visual check reveals any deficiencies, a detailed follow-up inspection may need to be recommended to the aerodrome operator.

**9.6.2** During this part of the Aerodrome Safety Inspection, all of the following facilities should be checked:

- (a) dimensions and surface conditions of runways, taxiways and aprons;
- (b) aerodrome lighting, including back-up lighting and obstacle lighting;
- (c) wind direction indicators and their illumination;
- (d) aerodrome markers, markings and signs;
- (e) obstacle limitation surfaces applicable to the aerodrome;
- (f) two-way radios (whether hand-held or installed in vehicles) used by the aerodrome operator on the movement area;
- (g) equipment used for dispersing birds;
- (h) aerodrome fencing.

**9.6.3** The aerodrome facilities and equipment must meet the standards set out in MOS Part 139, Chapters 12 and 13.

**9.6.4** The safety inspection should also look at known and recurring problems, such as those highlighted from previous Aerodrome Safety Inspections, serviceability inspections and/or accident and incident reports.

## **10. THE AERODROME SAFETY INSPECTION REPORT**

**10.1** CASR 139.315 clearly states that the report must be a “written report” and that the content of the report must cover the following:

- the four matters outlined in CASR 139.315 and CASR 139.345 (i.e. the check on the details of the aerodrome, the review of the Aerodrome Operating Procedures, the check of the Reporting Officer and the check on the physical condition of the movement area)
- the specifics of any remedial work that is necessary for the aerodrome to comply with the applicable standards

**10.2** As the report is required to be a written report, it should be in a narrative form describing the details being checked and verified and the discrepancies or deficiencies found during the Inspection. Where appropriate, photos can be included in the report. A recommended outline for the report is included at Attachment A to this AC.

**10.3** When compiling the Aerodrome Safety Inspection Report, the approved person should ensure that any non-compliance with operational procedures is clearly identified and brought to the aerodrome operator’s attention. The report should also recommend to the aerodrome operator how to comply with the procedure or how to amend the procedure to reflect the current in-field practice.

**10.4** Where the current operating procedures fail to ensure compliance with MOS Part 139 standards, the report should recommend modification of current operating procedures so that compliance can be achieved.

**10.5** Where the aerodrome facilities and equipment themselves do not comply with MOS Part 139 standards, the report should recommend the appropriate remedial action to be taken.

**10.6** The approved person should make a clear statement in the report that it is an accurate record of the inspection and that the aerodrome (conditional upon rectification of any recorded deficiencies) is operated in compliance with the applicable safety standards.

**10.7** The aerodrome operator should give a copy of the report to the RPT and Charter operators using the aerodrome, if requested by them.

**10.8** When completed, and after the aerodrome operator has had an opportunity to review the report, a copy of the report should be sent to CASA. In any case, the aerodrome operator must send a copy of the report to CASA not more than 30 days after they have received it.

**10.9** When forwarding the report to CASA, the aerodrome operator is required to advise CASA how they intend to comply with the recommendations made in the report. This could take the form of a covering letter outlining the operator’s intentions or it may take the form of a corrective action plan detailing each recommendation and the planned actions.

**10.10** Records, findings and a copy of the report itself should be retained for a minimum of three years — as it may be required by CASA for audit purposes.

**10.11** From a CASA perspective, there are many ways of presenting the Aerodrome Safety Inspection report and Attachment A to this AC offers one way of doing this.

## **11. FURTHER INFORMATION**

**11.1** Further information on the conduct of the Aerodrome Safety Inspection and Report can be obtained from your local CASA Aerodrome Inspector. You can contact them on 131 757 (for the cost of a local call).

**11.2** A list of persons who have been approved by CASA to conduct the Aerodrome Safety Inspection can be found on the CASA Web Site at: [www.casa.gov.au/aerodromes/app\\_persons.htm](http://www.casa.gov.au/aerodromes/app_persons.htm)

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**ATTACHMENT A  
RECOMMENDED FORMAT FOR THE AERODROME SAFETY INSPECTION**

**Aerodrome Safety Inspection Report**

**“Name of Aerodrome”**

**Date**

## **(i) Table of Contents**

### **Introduction**

- (i) Table of Contents
- (ii) Executive Summary
- (iii) General Overview of Aerodrome
- (iv) Documents Reviewed
- (v) Reporting Period
- (vi) The year in Brief
- (vii) Certification

### **Part A — Matters to be dealt with in the Aerodrome Safety Inspection**

- 1. Details of the aerodrome
- 2. Aerodrome Operating Procedures
- 3. Reporting Officer Competency
- 4. Details relating to the movement area etc

### **Part B — Remedial Actions**

- 1. Action on previous Aerodrome Safety Inspection reports
- 2. Remedial Actions
- 3. Photographs

## **INTRODUCTION**

### **(i) Table of Contents**

The report should have a simple and easy to understand Table of Contents.

### **(ii) Executive Summary**

The Executive Summary should be a short concise statement about the method of the inspection and an overview of the things found during the inspection. This should generally be not more than a few paragraphs.

### **(iii) General Overview of Aerodrome**

The report should include a simple and easy to understand overview of the aerodrome and its level of activity.

### **(iv) Documents reviewed**

The report should have a list of all the documents reviewed by the person conducting the Aerodrome Safety Inspection. This should include, but not be limited to:

- the Aerodrome Reporting Officer logbook
- aerodrome serviceability inspection checklists
- accident and incident reports
- works/maintenance logbooks
- reports on emergencies
- specialist pavement reports
- bird strike reports
- NOTAMs issued
- Letters sent to AIS

### **(v) Reporting Period**

The report should clearly identify the date of the inspection and the period that the report covers.

### **(vi) The Year in Brief**

The report should have a brief outline of the significant events that occurred at the aerodrome during the previous twelve months. For example:

- developmental works
- major maintenance works
- accidents or incidents
- aircraft activity at aerodrome

**(vii) Certification**

The certification should clearly state that the Aerodrome Safety Inspection has been carried out by the “approved person”.

The certification should clearly state that the Aerodrome Safety Inspection was conducted in accordance with the requirements set by the Civil Aviation Safety Authority and that the inspection included an examination of evidence recorded in the course of the year and documented in the reports listed above.

The certification should clearly state that the published aerodrome data is correct, that the aerodrome operating procedures are appropriate, that the Aerodrome Reporting Officer is competent and that the aerodrome facilities and equipment meet the applicable safety standards.

Finally, and most importantly, the Aerodrome Safety Inspector should clearly state whether or not they consider the Aerodrome meets the standards to remain on, or be added to, the Aerodrome Register. This statement may be made on the basis of acknowledging that there are things that need to be rectified.

The certification needs to clearly state the persons name and “approved person” number.

.....  
(Full Name of Aerodrome Safety Inspector)                      (Approved person number)

The certification should clearly state the date the Aerodrome Safety Inspection was carried out

.....  
(Date)

The certification needs to be signed by the “approved person”.

.....  
(Signature of approved person conducting the Aerodrome Safety Inspector)

## **PART A — MATTERS TO BE DEALT WITH IN THE AERODROME SAFETY INSPECTION**

### **1. Details of the aerodrome**

The main objective of this part of the Aerodrome Safety Inspection report is to report on the accuracy and currency of information published in AIP-ERSA (or reported to the RPT or Charter Operator) for the aerodrome. The aerodrome information should also be verified from the physical inspection of the aerodrome facilities and equipment.

The report should provide an overview of the type of information that is contained in ERSA (or passed on to the RPT and Charter Operators if there is no access to the NOTAM service).

A note of whether or not the diagram in ERSA accurately represents the layout of the aerodrome should also be clearly made.

#### **1.1 Details of the location of the aerodrome**

Even if the aerodrome is not new, the aerodrome geographic co-ordinates need to be checked and verified to confirm that they are the same as those in ERSA.

The report should provide a statement of what has been checked and whether or not this is correct, for example: ...“Details of the location of the Aerodrome as shown in ERSA issue 17 March 2005, are correct”.

#### **1.2 The name and address of the aerodrome operator**

The aerodrome operator’s name, address, and contact numbers, both during and after business hours, need to be checked and verified, as do the contact arrangements for the Aerodrome Reporting Officer.

The report should provide a statement of what has been checked and whether or not this is correct, for example: ...“Details of the name, address and contact numbers of the Aerodrome Operator, as shown in ERSA issue 17 March 2005, are correct.”.

#### **1.3 Details of the movement area**

The details of the movement area at the aerodrome need to be checked and verified. For each runway, taxiway and apron check that the strength, dimensions and description of the surface type (paved/gravel/natural surface, etc) is correct.

The report should provide a statement of what has been checked and whether or not it is correct, for example: ...“Details of the movement area, as shown in ERSA issue 17 March 2005, are correct.”

#### **1.4 Details of runway distances available**

The details of the runway distances available need to be thoroughly checked. Check the declared distances (TORA, TODA, ASDA and LDA). Most importantly, check NOTAM’s for any changes to runway data, including declared distances and supplementary take-off distances.

The report should provide a statement of what has been checked and whether or not this is correct, for example: ...“Details of the runway distances available, including the supplementary take-off distances, as shown in ERSA issue 17 March 2005, are correct.”.

### **1.5 Details of the aerodrome lighting**

The details of the aerodrome lighting need to be checked and verified. Are all of the lighting systems current and operational? What stand-by lighting is listed in ERSA and how long will this take to deploy?

The report should provide a statement of what has been checked and whether or not this is correct, for example: ...“Details of the aerodrome lighting, as shown in ERSA issue 17 March 2005, are correct.”.

### **1.6 Details of ground services**

The details of the ground services available need to be checked and verified. Is the fuel agent still the same or has their contact numbers changed? What passenger facilities have been provided at the aerodrome and have these been included? Check also the information about the MBZ, CTAF or other radio frequencies in use at the aerodrome for currency.

The report should provide a statement of what has been checked and whether or not this is correct, for example: ...“Details of the ground services available, as shown in ERSA issue 17 March 2005, are correct.”.

### **1.7 Notice of any special conditions and procedures**

The details of all the special conditions, notices and procedures need to be checked and verified for currency and accuracy. Do the special procedures still apply? Check whether or not the notices (e.g. pavement restrictions or bird and animal hazards) still apply.

Again, the report should provide a statement of what has been checked and whether or not this is correct, for example: ...“Details of the special conditions and procedures, as shown in ERSA issue 17 March 2005, are correct.”.

### **1.8 Aerodrome Diagram**

The aerodrome diagram showing the layout of the aerodrome should be carefully checked. Does it accurately reflect the layout of the aerodrome? Are all the major facilities shown?

The report should provide a statement that the diagram has been checked and whether or not this is correct, for example: ...“The aerodrome layout and facilities, as depicted in the aerodrome diagram in ERSA issue 17 March 2005, are correct.”

## **2. Aerodrome Operating Procedures**

The main objective of this part of the Aerodrome Safety Inspection report is to report on the effectiveness and appropriateness of the aerodrome operating procedures in place at the aerodrome.

When assessing the aerodrome operating procedures bear in mind that the procedures do need to be documented but not necessarily in an Aerodrome Manual.

## **2.1 Recording of aerodrome serviceability inspections**

The procedures used for conducting and recording aerodrome serviceability inspections need to be checked and verified to assess their practicality and effectiveness.

Use the Aerodrome Reporting Officer logbooks and comments by the Aerodrome Manager, the Reporting Officers, and the RPT or Charter Operators and field observation to assess:

- the adequacy of the written procedures
- the adequacy of the staffing arrangements
- adequacy and suitability of resources
- effectiveness of the inspections
- the adequacy of the Inspection Checklist
- adequacy of inspection method
- correctness of radio calls made
- adequacy of inspection frequency
- adequacy of call out arrangements
- adequacy of records

The report should provide a statement of what has been checked and whether or not this is adequate, for example: ...“Details of the written procedures for the conduct of aerodrome serviceability inspections were checked as part of the inspection. The procedures used by the Aerodrome Reporting Officer are contained in the Aerodrome Manual maintained by the Council. The procedures are considered to be adequate for this Aerodrome.”.

## **2.2 Recording of notices given to the NOTAM office and AIS (or to the RPT or Charter Operator)**

The procedures used for the recording of information given to the NOTAM office, AIS and/or the RPT and Charter Operators using the aerodrome need to be checked and verified to assess their compliance with the CASA standards set out in MOS Part 139.

You should use the Aerodrome Reporting Officer Logbooks, AIP amendments, NOTAMs issued, comment by ATS and field observation to assess the:

- adequacy and suitability of staff resources
- accuracy of NOTAM format
- efficiency of reports
- interface with NOTAM Office (NOF) and AIS

- promptness of reports
- recording of verbal reports to the NOF
- correlation of NOTAMs with the field situation

The part of the report should provide a statement of what has been checked and whether or not this is adequate, for example: ...“There are four trained Aerodrome Reporting Officers appointed for the Aerodrome, and they share the responsibility of undertaking the aerodrome serviceability inspections between them on a rotating cycle. As there is only one aerodrome serviceability inspection conducted each day, the staff resources are considered adequate for this Aerodrome.”.

### **2.3 Recording of aerodrome works**

The procedures used for the planning, safe conduct and recording of aerodrome works need to be checked and verified to assess their effectiveness.

Use the Aerodrome Reporting Officer logbooks and comments by the Aerodrome Manager, the Reporting Officers and the RPT or Charter Operators and field observation to assess the:

- adequacy of consultation on planned works
- adequacy of notice of planned works
- format and content of method of working plans (MOWP)
- availability and suitability of visual aids for marking unserviceabilities
- Work Safety Officer attitude, competence and awareness of safety arrangements
- suitability of procedures for setting out visual aids
- conduct of works in accordance with MOS
- conduct of time-limited works in accordance with MOS
- interface with NOF
- recording of works in the logbook
- follow-up action taken on works related accidents/incidents

The report should provide a statement of what has been checked and whether or not this is adequate, for example: ...“The Aerodrome Manager consults with all regular aerodrome users when planning Aerodrome Works. The records of consultation of a recent runway reseal are contained in the Aerodrome Managers folder called “Aerodrome Works Safety Planning”. The consultation is considered adequate for this Aerodrome.”.

## **3. Reporting Officer Competency**

The main objective of this part of the Aerodrome Safety Inspection Report is to report on the competency of all of the Aerodrome Reporting Officers appointed for the aerodrome.

When assessing the Aerodrome Reporting Officers, bear in mind that Aerodrome Reporting Officer competency standards are available on the CASA web site.

### **3.1 Aerodrome Reporting Officer Competency**

Assess the competency of each Aerodrome Reporting Officer by reviewing the ARO logbooks, comments by the Aerodrome Manager and interviews with the AROs. Check that each ARO has the:

- ability to inspect the physical characteristics of the aerodrome
- ability to inspect the aerodrome lighting aspects of the aerodrome
- ability to inspect the obstacle limitations surfaces of the aerodrome
- ability to inspect the visual aids of the aerodrome
- ability to report on the serviceability of the aerodrome
- ability to supervise aerodrome works
- ability to compile a NOTAM
- knowledge of the aerodrome standards contained in the MOS Part 139 Aerodromes
- understanding of correct radio procedures
- understanding of work safety requirements

The report should provide a statement of who has been checked and whether or not each person is competent to perform the role of Aerodrome Reporting Officer and Work Safety Officer, for example: ...“The four Aerodrome Reporting Officers appointed for the Aerodrome, have attended an Aerodrome Reporting Officer course in March 2005. All have several years practical experience at this Aerodrome, and were considered to meet the requirements of CASR 139.300.”.

## **4. Details relating to the movement area, etc**

The main objective of this part of the Aerodrome Safety Inspection report is to evaluate and report on the condition of the movement area and to recommend remedial actions where the facility does not meet MOS Part 139 standards.

The report should provide an overview of the facilities provided at the aerodrome and the condition of the movement area.

### **4.1 Dimensions and surface conditions of the runways, taxiways and aprons**

For each part of the movement area, all of the following will need to be reported on.

For **each runway** at the aerodrome:

- the dimensions of the runway
  - ◇ adequacy of the width for aircraft using the runway

- the declared distances
- the surface condition of the runway including:
  - ◇ texture
  - ◇ surface friction
  - ◇ roughness
  - ◇ cleanliness
  - ◇ natural surface grass height
  - ◇ other faults (cracks, holes, oversized stones, rutting, etc)
  - ◇ drainage
- the strength of the runway including:
  - ◇ adequate for the type of aircraft using the runway
- the condition of the runway shoulders including:
  - ◇ surface material
  - ◇ width
  - ◇ adequate strength for aircraft using the runway
  - ◇ slope
- the surface condition of the runway strip including:
  - ◇ the width of the graded and ungraded portions of the strip
  - ◇ the surface condition (subsidence, depressions, loose stones, grass height)
  - ◇ drainage (drains, ponding)
  - ◇ obstructions
- the surface condition of any stopways including:
  - ◇ surface material
  - ◇ strength
  - ◇ slope
  - ◇ obstruction
- the surface condition of any clearways including:
  - ◇ surface material
  - ◇ strength
  - ◇ slope
  - ◇ obstruction
- the surface condition of the runway end safety area including:
  - ◇ surface material

- ◇ strength
- ◇ slope
- ◇ obstruction

For **each taxiway** at the aerodrome:

- the dimensions of each taxiway
  - ◇ adequacy of the width for aircraft using each taxiway
- the surface condition of the taxiway including:
  - ◇ texture
  - ◇ roughness (slopes, bird baths, undulations)
  - ◇ cleanliness (loose aggregate, loose stone, debris)
  - ◇ maintenance of grassed areas
  - ◇ drainage
  - ◇ cracks, holes, rutting
- the strength of the taxiway including:
  - ◇ adequate for aircraft using
- the condition of the taxiway shoulders including:
  - ◇ surface material
  - ◇ width (adequate for aircraft using)
  - ◇ strength (adequate for aircraft using)
  - ◇ slope/shape for drainage
  - ◇ obstructions (e.g. drains, movement area guidance signs, fences, equipment infringement, etc)
- the condition of the taxiway strip including
  - ◇ frangible objects

For **each apron area** at the aerodrome

- the dimensions of the apron areas
  - ◇ adequacy of the width for aircraft using each apron
- the surface condition of the apron areas
  - ◇ texture
  - ◇ roughness (slopes, bird baths, undulations)
  - ◇ cleanliness (loose aggregate, loose stone, debris)
  - ◇ maintenance of grassed areas
- other faults
  - ◇ poor drainage

- ◇ cracks, holes, rutting
- the strength of the apron areas
  - ◇ adequate for aircraft using the apron
- the surface condition of the apron shoulders
  - ◇ surface material
  - ◇ obstructions (e.g. drains, movement area guidance signs, fences near parking area, equipment infringement, etc)
- the condition of the aircraft tie-down areas
  - ◇ cables, pegs, rings
  - ◇ location
  - ◇ marked/sign posted
- the condition of any ground earthing points
  - ◇ location
  - ◇ serviceability

The report should provide a definitive statement of what has been checked and whether or not it meets the MOS Part 139 — Aerodrome standard, for example; ...“The dimensions, surface condition, strength of Runway 13/31 were checked and found to be in accordance with the MOS Part 139 standards for a Code 2 runway”.

#### **4.2 Aerodrome lighting, including back-up lighting and obstacle lighting**

For each part of the aerodrome lighting facility at the aerodrome, all of the following will need to be reported on:

- the condition of the runway lighting
  - ◇ permanent lighting
  - ◇ portable lighting
  - ◇ standby power
  - ◇ PAL system
- the condition of the taxiway lighting
  - ◇ permanent lighting
  - ◇ portable lighting
- the condition of the apron lighting
  - ◇ condition of apron flood lights
  - ◇ adequacy of lights for the level of operation
- the condition of the obstacle lighting
  - ◇ location of obstacle lights
  - ◇ condition of obstacle lights

The report should provide a definitive statement of what has been checked and whether or not it meets the MOS Part 139 — Aerodrome standard, for example: ...“The runway lighting system (including threshold, runway end, runway edge lights) for Runway 13/31 was checked on the night of 1 April and found to be in accordance with the MOS Part 139 standards for a low intensity runway lighting system for a Code 2 Runway”.

#### 4.3 Wind direction indicators and their illumination

For each wind direction indicator at the aerodrome, all of the following will need to be reported on.

For **each wind direction indicator** at the aerodrome including:

- the primary wind indicator
  - ◇ location of wind indicator
  - ◇ condition of wind sock
  - ◇ type of wind sock
  - ◇ lighting of wind sock
  - ◇ the colour of the wind sock itself
  - ◇ the colour of the background circle
  - ◇ the condition of the background circle
- the condition of each secondary wind indicator
  - ◇ location of wind indicator
  - ◇ condition of wind sock
  - ◇ type of wind sock
  - ◇ lighting of wind sock
  - ◇ the colour of the wind sock itself
  - ◇ the colour of the background circle
  - ◇ the condition of the background circle

The report should provide a definitive statement of what has been checked and whether or not it meets the MOS Part 139 — Aerodrome standard, for example: ...“The primary wind indicator located immediately west of the main apron, was checked on 1 April and found to be in good condition and flying freely. The wind indicator met the requirements of the MOS Part 139 standard for a primary wind indicator”.

#### 4.4 Aerodrome markers, markings and signs

For **each runway, taxiway and apron area** at the aerodrome, the following will need to be reported on.

- Runway Strip Markers
  - ◇ condition of markers

- ◇ placement
- Runway markings
  - ◇ condition of markings
  - ◇ marked in accordance with MOS standards
- Taxiway Markings and Markers
  - ◇ condition of markers and markings
  - ◇ marked in accordance with MOS standards
- Apron Markings and Markers
  - ◇ condition of markers and markings
  - ◇ marked in accordance with MOS standards
- Signal Circle
  - ◇ location of the signal circle
  - ◇ the colour of the background circle
  - ◇ the condition of the background circle
  - ◇ the availability of the “closed” marker
  - ◇ the availability of the “glider operations” marker
  - ◇ the availability of the “dumb bell” marker

The report should provide a definitive statement of what has been checked and how this has been done for example: ...“The runway strip markers defining the limits of Runway 13/31 were checked on 1 April and found to be in a satisfactory condition and positioned in accordance with the MOS standards.”

#### **4.5 Obstacle limitation surfaces applicable to the aerodrome**

For the obstacle limitation surfaces, all of the following will need to be reported on.

- Obstacle limitation surfaces
  - ◇ new obstructions
  - ◇ infringements
- Other surfaces associated with Instrument Runway — Non Precision Approaches
  - ◇ understanding of what areas to monitor
  - ◇ monitoring processes in place
  - ◇ understanding of what to do with new obstructions

The report should provide a definitive statement of what has been checked and whether or not it meets the MOS Part 139 — Aerodrome standard, for example: “The approach and take-off surfaces were surveyed on 1 April. The data was then checked against the data published in ERSA for this aerodrome and the following information was noted:

- Runway 13 take-off: All surveyed obstacles were below 1.00% and the published ERSA information for this runway is correct.”.

#### **4.6 Two-way radios (whether hand-held or installed in vehicles) used by the aerodrome operator on the movement area**

For each two-way radio used by the aerodrome operator, report on the following.

- Radios installed in vehicles or hand held radios
  - ◇ adequacy of radio
  - ◇ currency of Aerodrome Reporting Officers certificate of proficiency
  - ◇ Aerodrome Reporting Officer understanding of radio phraseology
  - ◇ the radio is fitted with the appropriate frequencies

The report should provide a definitive statement of what has been checked and whether or not it meets the MOS Part 139 — Aerodrome standard, for example: “Radios are installed in both vehicles used by the two Aerodrome Reporting Officer at the Aerodrome. The radios allow the Aerodrome Reporting Officer to receive and transmit messages. The radios were working at the time of the inspection and are considered adequate for this Aerodrome”.

#### **4.7 Equipment used for dispersing birds and animals**

For each piece of equipment used to disperse birds and animals at the aerodrome, the following will need to be reported on.

- Firearms
  - ◇ adequacy of harassment action
  - ◇ adequacy of storage methods
  - ◇ understanding of safety requirements
  - ◇ currency of firearms licences
- Ammunition
  - ◇ adequacy for harassment
  - ◇ adequacy of storage methods

The report should provide a definitive statement of what has been checked and whether or not it meets the MOS Part 139 — Aerodrome standard for example: ...“A shotgun is used by the Aerodrome Reporting Officer to disperse birds and animals from the Aerodrome. The shotgun allows the Aerodrome Reporting Officer to use both live shot and bird scaring cartridges to harass birds and animals. The guns and ammunition are stored in a locked cabinet in the Aerodrome Reporting Officers office. They are considered to be adequate for harassing birds and animals at this Aerodrome.”

#### **4.8 Aerodrome fencing**

For each fence and gate at the aerodrome, the following will need to be reported on.

- Fences
  - ◇ adequacy of aerodrome boundary fences to prevent entry of unauthorised persons and vehicles
  - ◇ adequacy of aerodrome boundary fences to prevent entry of animals
  - ◇ adequacy of terminal area fences to control entry
  - ◇ condition of fences
  - ◇ placement of signs
- Gates
  - ◇ adequacy of aerodrome boundary gates to prevent entry of animals
  - ◇ adequacy of aerodrome boundary gates to prevent entry of unauthorised persons and vehicles
  - ◇ the control of keys for access to the airside
  - ◇ the condition of gates
  - ◇ the placement of signs

The report should provide a definitive statement of what has been checked and whether or not it meets the MOS Part 139 — Aerodrome standard, for example: ...“The fences around the perimeter of the aerodrome are a mixture of stock proof and man proof. The fences were checked on 1 April and found to be in good condition. The fences are considered adequate to prevent entry of unauthorised persons, vehicles and animals.”

## **PART B — REMEDIAL ACTIONS**

The main objective of this part of the Aerodrome Safety Inspection report is to clearly spell out what remedial action needs to be carried out by the aerodrome operator. For instance:

- what aerodrome information is out of date?
- what aerodrome operating procedures need to be modified?
- where is the competency of the Aerodrome Reporting Officer lacking?
- what part of the physical condition of the aerodrome movement needs to be brought up to standard?

### **1. Action on previous Aerodrome Safety Inspection reports**

An important part of the inspection process is to review the previous years report.

This part of the report should provide a clear statement on the progress made by the aerodrome operator in closing out the recommendations from the previous years Aerodrome Safety Inspection Report.

### **2. Remedial Actions**

This part of the Aerodrome Safety Inspection report should clearly identify the remedial actions that the aerodrome operator needs to take to ensure that they comply with the CASA standards.

All of the deficiencies identified during the aerodrome inspection should logically have an accompanying recommendation of how to fix the problem and these should be summarised in this part of the report.

### **3. Photographs**

This part of the Aerodrome Safety Inspection report could contain photographs that illustrate problem areas or issues more clearly.