Advisory Circular

[AC/AD-015]

Guidance Materials on Aerodrome Safety Inspections At Certified and Non Certified Aerodromes

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CIVIL AVIATION AUTHORITY OF NEPAL

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FOREWORD

Nepal as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards and Recommended Practices contained in the nineteen Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

As per the standards of the Annex 14 to the Convention, Aerodromes used for International Civil Aviation are required to be certified by the State. In addition as per the Civil Aviation Authority of Nepal (CAAN), Airport Certificate Regulation – 2061 (2004) amended at 2073 (2016).

1) An operator of an aerodrome intended for international operations shall be in possession of an aerodrome certificate.
2) An operator of an aerodrome intended for domestic operation for public use in accordance with the national requirements, an Aerodrome Certificate shall be obtained if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.
3) An operator of an aerodrome for which an Aerodrome Certificate is not required may, nevertheless, apply for an aerodrome certificate. However, such aerodromes shall be registered with the CAAN

Issue of an Aerodrome Certificate by the Director General of Civil Aviation Authority of Nepal to an aerodrome operator seeking such certificate is a requirement as per CAAN Airport Certificate Regulation, 2061 (2004), if the aerodrome operator satisfies the Rules specified in that Regulation. Hence, certification of an aerodrome is a vital role in the regulatory system.

The regulatory Rules to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in the CAAN Airport Certificate Regulation (ACR), 2061 (2004).

The Rule 3 of CAAN ACR 2004 states that *"any matter pertaining to the setting standards of the airport as mentioned here in shall be deemed to be remained as the part of the Standards and Recommended Practices as mentioned in Annex 14 of the Convention on International Civil Aviation (as Amended) . These matters shall remain as the parts of the national rules and practices enforced in Nepal and amended from time to time"*.

This Advisory Circular provides guidance to Regulatory Authority as well as aerodrome operator(s) to meet the above mentioned minimum standards and recommended practices of CAR-14, Part 1/ICAO Annex 14, Volume I in order to demonstrate aerodrome operators capability to retain the existing/or obtain new aerodrome certificate or renew the existing one under the CAAN ACR 2004.

Users of this Advisory Circular are reminded that the provisions of the ***Civil Aviation Authority***

Act 1996 (2053), CAAN Airport Certificate Regulations 2004 (2061) and other

applicable regulatory documentation, rather than this Advisory Circular, determine the requirements of, and the obligations imposed by or under, the civil aviation legislation. Users should refer to the applicable provisions when any doubt arises.

It is expected that the applicant of an Aerodrome Certificate will be benefited by this Advisory Circular. It also explains that aerodrome physical facilities, equipment and aerodrome operating procedures shall meet the SARPs of CAR-14 Part I.

This Authority may, without any prior notice, change the content of this Advisory Circular as appropriate.

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Director General
Civil Aviation Authority of Nepal
Babarmahal, Kathmandu, Nepal 2018

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AC/AD-015 GM on Aerodrome Safety Inspections at Certified and Non Certified Aerodromes

1. PURPOSE

1.1 Under the Aerodrome Safety Standard Department (ASSD) of Civil Aviation Safety Regulations Directorate (CASRD) at Civil Aviation Authority of Nepal (CAAN), certified and non certified aerodromes may be used by aircraft engaged in regular public transport (RPT) and charter operations. A regulatory requirement is that these aerodromes have an annual Aerodrome Safety Inspection (ASI) for Non Certified Aerodromes and twice a year for certified Aerodromes.

1.2 The purpose of this Advisory Circular (AC) is to provide guidance on the intent and desired outcome of the ASI, how the ASI should be conducted, and how the ASI should be reported.

2. STATUS OF THIS ADVISORY CIRCULAR

This is the first AC to be written on the subject of Aerodrome Safety Inspections at certified and non certified aerodromes.

3. WHAT IS AN AERODROME SAFETY INSPECTION?

3.1 The ASI should not be confused with the daily serviceability inspection of the aerodrome carried out by the aerodrome operator's staff employed at the aerodrome. The ASI is a quality assurance system, carried out through periodic technical assessment of the condition of the aerodrome, by an external ASSD approved aerodrome inspector.

3.2 Aerodromes are an integral part of the aviation infrastructure for the travelling public. The ASI is an important safety measure to allow early detection of any deterioration of the aerodrome, examination of the causes, and most importantly, the undertaking of timely remedial action.

4. HOW TO ENSURE THE AERODROME SAFETY INSPECTION IS EFFECTIVE

4.1 For the ASI to be effective, it is important that parties concerned act correctly and allow the ASI report to present an honest and true state of the aerodrome. This means that:

a) the aerodrome operator should provide adequate resources for the task, and not unduly influence the ASI report; and

b) the person carrying out the ASI should report without fear or favour and display a high level of professionalism.

4.2 CASRD requires a copy of the ASI report, firstly to ensure that the ASI has been carried out; secondly to ensure that it has been carried out in the prescribed period and finally to see if there is any matter that needs to be followed up.

5. LEGISLATION, STANDARDS AND TECHNICAL REFERENCES

5.1 As per the standards of the Annex 14 Volume I to the Convention, Aerodromes used for International Civil Aviation are required to be certified by the State. In addition as per CAR-14 Part I & Rule 4 of Aerodrome Certification Regulation (ACR) 2004 amended in 2016 of CAAN

a) An operator of an aerodrome intended for international operations shall be in possession of an aerodrome certificate.

b) An operator of an aerodrome intended for domestic operation for public use in accordance with the national requirements, an Aerodrome Certificate shall be obtained if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.

c) An operator of an aerodrome for which an Aerodrome Certificate is not required may, nevertheless, apply for an aerodrome certificate. However, such aerodromes shall be registered with the CAAN.

5.2 As per the provision of rule 29 of Airport Certificate Regulation, 2004 amended at 2016, DG, CAAN approved continuing surveillance inspection program twice a year for certified Aerodrome and ASSD formed a surveillance inspection team with various faculties (Civil, Electro mechanical and Fire) for the inspection program.

5.3 As per Procedure for Air Navigation Services (PANS) - Aerodromes of Chapter 2 (Certification of Aerodromes), there are procedures for Continued Aerodrome Safety Oversight.

6. AERODROME SAFETY INSPECTION SCHEDULE

6.1 For an aerodrome that is being newly certified an ASI report is required as part of the initial Certification process as requirements of CAAN.

6.2 For an existing Certified Aerodrome, the next ASI and report is required twice a year from the date of Certification.

6.3 For all aerodromes that are not Certified required to conduct an ASI, subsequent ASI reports are required on an annual basis, i.e. within 12 months of the previous ASI report.

6.4 For all registered aerodromes, there is required to conduct an ASI every twice year. Aerodrome Safety Inspection Schedule is accordance with Appendix-A

7. WHO MAY CONDUCT AN AERODROME SAFETY INSPECTION?

7.1 The ASI is an important safety function and ASSD has established an approval scheme to ensure that only qualified persons carry out this function. Accordingly, it is necessary to select an ASSD approved person to conduct the ASI and prepare the subsequent report.

7.2 The approved person will be in possession of an ASSD issued Aerodrome Inspector Credentials.

8. WHAT NEEDS TO BE CHECKED AND VERIFIED AS PART OF THE AERODROME SAFETY INSPECTION

8.1 The intent of the Aerodrome Safety Inspection is to provide the aerodrome operator, users of the aerodrome, and ASSD, 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 deficiencies.

8.2 Aerodrome Inspector Handbook and CAR-14 Part I has prescribed the matters that need to be covered in the ASI. An aerodrome consists of many facets and it is important that the ASI is conducted in a structured manner so that all relevant matters are covered. In planning the ASI, the approved person should first make a background study on known or recurring problems, such as those highlighted in previous ASI reports, aerodrome operator's internal communications on concerns raised out of daily serviceability inspections, external pilot comments, and any relevant accident or incident reports concerning the aerodrome.

8.3 In general, the following matters need particular attention:

(a) accuracy of aerodrome information provided to pilots

(b) matters of a volatile nature, e.g. new obstacles or tree growth, changes in the movement area or the marking and lighting of the movement area, as a result of new aerodrome development

(c) matters which are subject to damage or deterioration

(d) competency of aerodrome personnel, particularly appointed reporting officers, involved in safety functions, and whether they are clear of their duties and responsibilities

(e) any concerns raised by airlines and pilots

(f) whether there is any deficiency in the day to day operation of the aerodrome

8.4 After a deficiency is identified, the approved person needs to determine and recommend to the aerodrome operator an appropriate course of remedial action. Where possible, a long term fix is preferable to a short term solution.

8.5 It is not envisaged that the approved person would possess the technical knowledge to address in depth, all the facets of an aerodrome. Where there is an engineering or environmental problem that requires specialist input that the approved person may not be able to provide, the matter should be brought to the attention of the aerodrome operator.

8.6 If the ASI identified a non-compliance with an applicable standard and the matter will not be rectified by the remedial action, the aerodrome operator should advise the relevant aerodrome inspector separately and ahead of the ASI report. A non-compliance with applicable standards may affect the usage of the facility.

8.7 For reference purposes, a checklist of matters to be addressed in an ASI is provided in Appendix “B”.

9. PREPARATION OF THE AERODROME SAFETY INSPECTION REPORT

9.1 The ASI report should not be a plain statement that the aerodrome is fine or otherwise. It should describe the areas and matters that the ASI have actually covered, setting out what have been inspected, checked or tested, and the findings thereof. Basically a reader should be able to glean from the report a broad picture of the condition of the aerodrome.

9.2 It is important that the ASI report presents a true picture of the aerodrome. Diagrams and photographs can be used to illustrate written comments.

9.3 The ASI report should include a section on non-compliance with applicable standards, if any is identified. The following approaches are suggested:

a. For an existing facility where the non-compliance is known and accepted, provide an assessment whether there is a change in the risk profile due to factors such as increased aircraft activities at the aerodrome, or change of aircraft type using the aerodrome

b. For a newly identified non-compliant facility, recommend appropriate remedial action, including possible need to refer the matter to DG CAAN through ASSD

c. For an existing aerodrome operating procedure, recommend how to amend the current in-field practice to align with the standard or produce a better outcome. The need for staff training should not be overlooked.

9.4 To complete the ASI report process, the aerodrome operator needs to confirm how the recommended corrective actions will be addressed. That information should be included as an integral part of the ASI report.

9.5 The ASI report should not be an exercise in ticking boxes. The approved person should ensure that the ASI report adequately represents what has been checked and the

findings thereof. Where the ASI report is voluminous, an executive summary should be provided.

10. VALIDITY OF THE AERODROME SAFETY INSPECTION REPORT

10.1 The ASI has been carried out by the "approved person".

10.2 The ASI Inspection was conducted in accordance with the requirements set by the DG CAAN and that the report was an accurate record of the proceedings and findings of the ASI.

10.3 The ASI Report should confirm the following:

- that the published or distributed aerodrome data is correct (or will be correct when the identified changes are made)
- that the aerodrome operating procedures are appropriate (or will be appropriate when the identified changes are made)
- that the Aerodrome Reporting Officer is competent (or should be competent when the identified measures are undertaken)
- that the aerodrome facilities and equipment meet the applicable safety standards (or will meet the applicable standards when the identified corrective actions are undertaken)

10.4 For an ASI report prepared for a registered aerodrome (or an aerodrome applying for registration), the report should include a statement by the approved person that the Aerodrome is considered to meet the standards and, subject to identified remedial actions, should remain (or be added to), the ASSD Aerodrome Register.

10.5 The ASI report should include the date or dates of the ASI and should be signed by the approved person who conducted the ASI. The name of the approved person and the ASSD allocated approval number (Credentials number) should be attested below the signature.

11. DISTRIBUTION OF THE AERODROME SAFETY INSPECTION REPORT

11.1 A copy of ASI report should be provided to concerns aerodromes operator.

11.2 The regulatory requirement is that the aerodrome operator must send a copy of the corrective actions, to ASSD not more than 30 days after he or she has received the ASI report from the approved person.

11.3 A copy of ASI report of Registered and Non Certified aerodrome should be provided to Aerodrome Engineering Department

11.4 A copy of ASI report of all aerodromes should be provided to Civil Aviation Safety Regulation Directorate.

APPENDIX A: AERODROME INSPECTION SCHEDULE

S.N	Type of Aerodrome	Schedule
1.	Certified Airport	Every Six Months
2.	Non- Certified	Every Year
3.	Registered Airport	Every Two Year

APPENDIX B

CHECKLIST OF MATTERS TO BE COVERED IN THE AERODROME SAFETY INSPECTION AND REPORT

There are many matters to consider in the planning and execution of an aerodrome safety inspection that it is easy to overlook certain matters. The purpose of this checklist is to provide a comprehensive list of matters that an approved person conducting the inspection may use to systematically double check that nothing is overlooked. This checklist is general in nature and will not address the unique situation at all aerodromes. It may also contain matters not relevant to some aerodromes.

Documents that should be checked before or during the ASI, where available.

- ASI reports of previous years – at least two years
- the Aerodrome Reporting Officer logbook
- existing aerodrome serviceability inspection checklists
- aerodrome accident and incident reports
- works/maintenance logbooks
- reports on emergencies
- specialist pavement reports
- Aerodrome Rescue and Fire Fighting Facilities
- bird strike reports
- NOTAM's issued (and their equivalent, in the case of certain other aerodromes)
- letters sent to AIS
- correspondence with ASSD
- concerns of the aerodrome raised by aircraft operators, pilots or members of the public
- Exemptions issued by ASSD

How is the aerodrome managed?

- Find out from the management how the aerodrome is supposed to be managed, the resources provided, and the responsibilities of relevant staff. Check whether the roles are clear and in writing, and that there are adequate human and material resources to operate the aerodrome.
- Ascertain management commitment to in the aerodrome

- Ascertain general aerodrome staff morale and interest in the work.
- Ascertain current usage of the aerodrome:
    - type and frequency of aircraft activities
    - maximum size of aircraft using the aerodrome
    - level of night operations
- Aerodrome operating procedures – find out if there is a set of written aerodrome operating procedures. If no, ensure that this is remedied. If yes, assess its adequacy. Check on site that the procedures are understood and being followed and are readily available to aerodrome staff.
- Daily serviceability inspections – check the following:
    - the adequacy of the staffing arrangements
    - the adequacy and suitability of resources
    - 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 regulations require the following to be examined as part of the ASI:

1. Details of the Aerodrome:

1.1 Check the accuracy of aerodrome information provided via AIP or directly to aircraft operators, this should be accompanied by physical on-site checks where appropriate.

- **Aerodrome diagram** - make sure that the diagram in AIP accurately represents the layout of the aerodrome, particularly if there have been changes made to the movement area.
- **Aerodrome location** - the published geographical co-ordinates should only need checking if there has been pilot complaint of inaccuracy, except for the first ASI.
- **Name and contact details** - of the aerodrome operator, both during and after business hours. Also the contact arrangements for the Aerodrome Reporting Officers.
- **Remarks** - check that the information is still pertinent and if there is any new matter that needs to be included.
- **Handling services and facilities** - check that the information is still accurate and if there is any new information that needs to be included.
- **Passenger facilities -** check that the information is accurate.
- **Aerodrome obstacles** - check that the critical obstacle has not been affected by changes to its height, new obstacles or removal of existing obstacles and that the obstacle information is correct. Actual site survey may be required. At an aerodrome listed in AIP-DAP with an instrument runway, check that the PANS-

OPS areas, as per details of the monitored areas supplied by the instrument procedure designer, are not infringed by new obstacles.

- **Physical characteristics (Runway information)** - normally only if there has been runway development work, but the strength rating of the runway may need to be assessed if there is evidence of significant pavement distress.
- **Aerodrome and approach lighting** - check that any new additions or decommissioned lighting systems are accounted for. Where standby lighting is provided, check that the lighting is actually available and can be deployed within 15 Seconds.
- **Aerodrome Rescue and Fire Fighting Facilities**- if this provided at aerodrome, RFF category, SOP, communication facilities, competency of personnel and principal and complementary extinguishing agent.
- **Aerodrome frequency response unit** - if this is provided at an aerodrome, check that it is working properly.
- **Additional information** - check that the items under this heading are still pertinent. Also check if any new matter needs to be included.

1.2 Check the accuracy of aerodrome information provided via the Runway Distance Supplement or directly to aircraft operators, this should be accompanied by physical on-site checks where appropriate.

- **Declared distances** - check that the declared distances have accounted for any recent runway changes and any newly identified obstacles.
- **Runway width and runway strip width** - check that the information is still accurate.
- **Approach and take-off obstacle surveyed area** - if the surveyed obstacle coverage area is different to the standard, check that the reasons for that is still valid and that the information provided is still accurate.
- **Supplementary take-off distances** - check that the supplementary distances have accounted for any newly identified obstacles.

2. Aerodrome operating Procedures

2.1 Recording of aerodrome inspections. Checking the process for recording of aerodrome serviceability inspections.

- Check that the process is clearly documented, understood and followed by the reporting officers.
- Ascertain whether the number of reporting officers and their span of duty are adequate.

2.2 Recording of Notices and NOTAM's. Checking the process for initiating and recording the issue of NOTAM's or the notices of change information given directly to RPT or charter operators

- Check that the reporting format allows accurate presentation of information.

- Check that the addresses used for dispatch of information are up to date.
- Ascertain from record of or direct dispatches whether there are any particular problem areas at the aerodrome.
- Find out if there have been any adverse comments from recipients.
- Check that the process is clearly documented, understood and followed by the reporting officers.
- Check that the recording format allows accurate presentation of information.

2.3 Recording of aerodrome works. Checking the process for recording of development and routine maintenance works.

- Find out the processes in the planning and execution of aerodrome works and assess their adequacy.
- Find out the development planning of the aerodrome and assess whether the planned aerodrome works program would adequately arrest the deterioration of the aerodrome.
- Examine records of previous work and the method of working plans, to assess whether aerodrome work has been performed in a safe and well co-ordinated manner.
- Ascertain availability of staff trained to perform work safety officer functions.
- Check that there are adequate supply of cones and markers to support aerodrome works.
- Ascertain that the routine aerodrome maintenance works are conducted in accordance with the standard procedures of time-limited works.
- Confirm adequate maintenance spare parts are held, or supply arrangements are in place.

2.4 Aerodrome emergency plan:

- there is an up-to-date aerodrome emergency plan;
- there are regular exercises in relation to the emergency plan;
- a procedure describing the tasks in the emergency plan;
- the aerodrome operator regularly verifies the information in the emergency plan, including
  - keeping an up-to-date list of the persons and contact details in the emergency plan;
  - a procedure describing its roles and responsibilities during emergencies;
  - a procedure describing the involvement of, and coordination with, other agencies during emergencies;
  - the required minimum emergency equipment is available, including an adequately equipped emergency operation centre and mobile command post;

2.5 Vehicles on the movement area:

- a procedure to ensure the vehicles on the movement area are adequately equipped;
- the drivers have followed the appropriate training;
- if the aerodrome operator is responsible for the training of vehicular drivers on the maneuvering area, an appropriate training plan, including recurrent training and awareness actions, is available;

- if the aerodrome operator is not in charge of this training or some of this training, the service provider is clearly identified and there is formal coordination between them;

2.6 Apron and Apron Safety management: When an apron management service is provided:

- a procedure to ensure coordination with ATS;
- the use of acceptable aeroplanes for each parking stand formally identified;
- a compliant apron safety line is provided;
- general safety instructions for all the agents on the apron area;
- the placement and pushback of the aeroplane;
- There is coordination with other parties accessing the apron, such as fuelling companies, de-icing companies and other ground handling agencies;

2.7 Removal of Disabled Aircraft:

There is a plan for the removal of a disabled aeroplane describing the role and responsibility of the aerodrome operator, including the necessary coordination with other agencies and the means available or that can be made available;

2.8 Verification of SMS if applicable/available:

3. Reporting officer

3.1 Checking the competency of staff engaged in aerodrome functions.

- Check that all reporting officers have been trained and know their duties and responsibilities – carry out tests where appropriate.
- Check that reporting officers know and are provided with the information of the relevant standards for matters which they have to monitor.
- Names of the reporting officers should be included in the ASI report.

4. Rescue and Fire fighting

During this phase of the inspection, the Inspector shall:

- Level of Protection (RFF Category)
- Check for acceptability of the RFFS curriculum and training records
- Randomly question fire-fighters in the subject areas to determine validity of the training program and general knowledge of the job
- Perform a walk-around inspection to determine if the Aircraft Rescue Fire Fighting equipment is operational and meets the Category with the required agents at required response time.
- Make a check of RFFS vehicle maintenance records
- At the RFFS station check the alarm and communication system for serviceability
- Examine proximity suits, other protective clothing and equipment for condition and availability
- Check SOP of ARFFS
- Check of records of live fire drills
- Sufficient RFFS personnel are available to operate the required RFFS vehicles

5. Details relating to the movement area etc.

5.1 Physical inspection of the movement area Runways

- The surface condition of the runways, shoulders, stopways and runway end safety areas , including:
  - pavement texture and sign of distress
  - surface friction or slipperiness
  - roughness
  - cleanliness
  - natural surface grass height
  - other faults (cracks, holes, oversized stones, rutting, etc)
  - ponding and drainage
  - are runway shoulders flush with the runway surface.
- The surface condition of the runway strips, including:
  - any subsidence, depressions, loose stones, grass height
  - drainage (drains, ponding)
  - obstructions
- Any new obstructions on the clearways or runway end safety areas

Taxiways

- the surface condition of the taxiway, and shoulders if provided, including:
  - texture and sign of distress
  - roughness (slopes, bird baths, undulations)
  - cleanliness (loose aggregate, loose stone, debris)
  - maintenance of grassed areas
  - drainage
  - cracks, holes, rutting
- adequacy of the width for aircraft using each taxiway
- any infringement of the taxiway strip by obstructions

Aprons

- the surface condition of the apron areas:
  - texture and sign of distress
  - roughness (slopes, bird baths, undulations)
  - cleanliness (loose aggregate, loose stone, debris) o maintenance of grassed areas
  - drainage
  - cracks, holes, rutting
- any obstruction in the vicinity of the apron that may infringe the wing tip clearances of turning aircraft

5.2 Aerodrome lighting

- runway lighting:
  - correctness of lighting
  - are they all working
  - check for broken fittings, cleanliness of light transmitting surfaces, and long grass not obscuring lights
  - check the availability and timing of deployment of standby power and emergency lights -- are portable lights kept ready for deployment, i.e. fuelled or fresh batteries available, as appropriate.
- taxiway lighting
  - are they all working
- apron lighting
  - are they all working
- availability of spares for runway and taxiway lights

5.3 Wind direction indicators (WDI) and signal circle

- check whether the WDI is working properly and whether the sleeve needs replacement
- is the location of the WDI properly marked
- check that the WDI lighting is working properly
- check that the signal circle is correctly marked
- check that the ground signals used are correct
- availability of spares

5.4 Obstacle Limitation Surfaces

- check the obstacle limitation surface for the aerodrome
- check the critical obstacle has not been affected by changes to its height, new obstacles or removal of existing obstacles.
- identify structures in the vicinity of the aerodrome provided with obstacle lighting
  - observe or ascertain that the lights are all working

5.5 Aerodrome markers and markings

- runway markings and markers
  - correctness of marking
  - does any marking need repainting
  - correctness of placement of markers
- taxiway markings, markers and signs
  - correctness of marking

- does any marking need repainting
- correctness of placement of markers and signs

- apron markings and markers
  - are they of the correct colour and clearly visible
  - check if the type of aircraft using the apron has changed and if so, that the lead-in lines still provide wing tip clearances that meet the applicable standards
  - correctness of placement of markers
- availability of spares

5.6 Use of two-way radios (whether hand-held or installed in vehicles) by the aerodrome operator on the movement area

- check that the radios are using the appropriate frequencies
- check that the Aerodrome Reporting Officers possess the appropriate certificate of proficiency
- check that the Aerodrome Reporting Officers understanding the use and possible abuse of the radio system

5.7 Wildlife Hazard Management

Equipment used for dispersing birds and animals

- check that the firearms used to harass birds and animals, are properly stored
- check that ammunition used to harass birds and animals, are properly stored
- check that staff have the appropriate licences

5.8 Aerodrome fencing

- check the conditions of the aerodrome fences and gates
- ascertain from aerodrome staff whether the fences and gates are adequate to prevent the entry of unauthorized persons, vehicles and animals.
- Are there adequate signs to reinforce the no entry message

5.9 Other Services

- fuelling facilities
  - check cleanliness of the storage arrangements
  - check possibility of fuel spillage onto the apron
- aircraft tie-down cables, pegs, or rings
  - check that they are serviceable
  - observe whether aeroplanes are parked in accordance with the tie-down parking arrangements ground earthing points
  - checked when they have been tested for serviceability

- are the unserviceable ones appropriately marked

6. Recommendations for remedial action.

6.1 The main objective of the Aerodrome Safety Inspection is to identify what remedial actions are required 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?

6.2 Where the remedial actions require phased implementation, the recommended priorities of implementation should be based on minimizing the risk and hazards to aircraft operations.

6.3 If remedial actions recommended in previous ASI reports are still outstanding, they should be highlighted in the ASI report.

6.4 Identify aerodrome deficiencies or matters that should be brought to the attention of airlines and ASSD.

6.5 If photographs can illustrate particular of issues more clearly, ensure that they are included in the ASI report.