

Appendix D

Aerodrome Pre-Audit Assessment Form

1 D.1 Aerodrome Pre-Audit Assessment

The Kuwait DGCA/ASD may require all aerodromes to complete a pre-audit assessment prior to the Kuwait DGCA/ASD undertaking certification validation or periodic surveillance audits. This form is in support of process for aerodrome certification, transfer of an aerodrome certificate and on-going safety oversight activities.

2 D.2 Aerodrome Pre-Audit Assessment - Introduction

The Aerodrome Pre Audit Assessment form is considered to be “*Restricted – Management (when completed)*”

PURPOSE

The purpose of the Aerodrome Pre-Audit Assessment is allow the Aerodrome Operator to self-assess aerodrome safety elements prior to an audit and to demonstrate effective or planned implementation of its safety management system to the Kuwait DGCA/ASD.

CONTENT

- Part 1 - Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders
- Part 2 - Overview of the System for Organising and Managing Aerodrome Airside Safety
- Part 3 - Statement of the Physical Characteristics of the Aerodrome and the Level of Service Provided

GUIDANCE NOTES FOR COMPLETION

1. When completing the Assessment it is not necessary to duplicate large areas of other manuals; but provide full reference so answers can be easily found.
2. If the Aerodrome Operator considers any particular questions do not apply to their aerodrome, they should state this in the space provided for the answer and the Kuwait DGCA/ASD auditor will discuss the matter at the next audit.
3. Queries relating to the completion of this should be directed to the assigned aerodrome auditor or principle inspector.
4. When the document is completed, it should be returned via e-mail to the Kuwait DGCA/ASD with a copy to the assigned aerodrome auditor no less than two weeks before the scheduled audit.

3 D.3 Part 1 - Aerodrome Pre-Audit Assessment

Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders

CONFIRMATION OF AERODROME DETAILS AND KEY PERSONNEL – INCLUDING AERODROME POST HOLDERS

(Please confirm/highlight any changes since the previous audit and if Post Holders have been accepted)

Name and Address of Aerodrome:				Name and Address of Aerodrome Operator		
	Telephone			<i>Name</i>	Telephone	
	Email			<i>Title</i>	Email	
	Email:			Post Holder?	Yes	No
Accountable Manager				Key Person for Aerodrome Safety		
<i>Name</i>	Telephone			<i>Name</i>	Telephone	
<i>Title</i>	Email			<i>Title</i>	Email	
	Post Holder?	Yes	No	Post Holder?	Yes	No
Key Person responsible for day to day provision of Aerodrome Operations				Key Person responsible for Rescue & firefighting Services		
<i>Name</i>	Telephone			<i>Name</i>	Telephone	
<i>Title</i>	Email			<i>Title</i>	Email	
	Post Holder?	Yes	No	Post Holder?	Yes	No
Key Person responsible for Aerodrome Maintenance				Key Person responsible for Air Traffic Services		
<i>Name</i>	Telephone			<i>Name</i>	Telephone	
<i>Title</i>	Email			<i>Title</i>	Email	
	Post Holder?	Yes	No	Post Holder?	Yes	No
Key Person responsible for day to day Aviation Security				Key Person Responsible for Accounts Payable		
<i>Name</i>	Telephone			<i>Name</i>	Telephone	
<i>Title</i>	Email			<i>Title</i>	Email	
	Post Holder?	Yes	No	Post Holder?	Yes	No

On behalf of the Aerodrome Operator, I confirm that the details for this Part 1 - Aerodrome Pre-Audit Assessment - Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders are correct to the best of my knowledge.

Signed:

Name:

Organization:

Date:

4 D.4 Part 2 - Aerodrome Pre-Audit Assessment

Overview of the Systems for Organizing and Managing Aerodrome Airside Safety

The following questions are intended to assist aerodrome management and Kuwait DGCA/ASD in assessing the Safety Management System in operation at the aerodrome. The answers should encompass all organizations that work or have an influence on airfield activities.

2.1 MANAGEMENT OF SAFETY	
2.1.1	Aerodrome Safety Management System (SMS) Manual: Name the version number and date
2.1.2	Where is the Safety Policy (signed) and Safety Objectives defined? (Please make this available to the National Authority's auditors)
2.1.3	Who is the Accountable Manager?
2.1.4	Who is the Safety Management Post Holder?
2.1.5	a) Are Safety Objectives and Key Performance Indicators used in your SMS? b) Describe how they are maintained and reviewed.
2.1.6	When was the SMS Implementation Plan last reviewed? (Please make this available to the Kuwait Authority's auditors)

2.1.7	What are the forums and/or processes through which safety related items could be discussed and evaluated with aerodrome users?
2.1.8	Describe the element of the aerodrome’s runway safety program.

2.2 REVIEW OF SINCE LAST AUDIT

2.2.1	List any items from the last audit report that have not been completed, with comments on the progress for each item
2.2.2	Identify and describe any changes, new developments and/or changes in habitat, on or around the aerodrome, since the last audit.
2.2.3	Identify and outline the reasons for any change in the numbers of personnel or changes in the organizational structure that have an impact on operational safety, that have occurred since the last audit.

2.3 REVIEW OF THE CORPORATE PLAN

2.3.1	Do you anticipate any change in size, quantity or type of air traffic over the next five-year planning cycle? (Include details of any Master Plan, if appropriate) a) Facilities? b) Staff? c) Procedures?
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2.4 AERODROME ACTIVITY

2.4.1 a) Provide the following details of aircraft types and movements for the last 12 months or proposed movements.

ACTIVITY	List the largest A/C Type in each activity group	RFF Category of the aircraft	Category of RFF cover provided for that size of aircraft
Public Transport			
Non-Public Transport			
Flying Training			
Parachuting			
Freight			
Specified Hazardous Freight			
Maintenance or Positioning			
Aerial Work			

b) Other Aviation Activities not requiring the use of a certified aerodrome i.e. Gliding, Parachuting, Microlights

ACTIVITY	List the largest A/C Type in each activity group	RFF Category of the aircraft	Category of RFF cover provided for that size of aircraft
Public Transport			
Non-Public Transport			
Flying Training			

Parachuting			
Freight			
Specified Hazardous Freight			
Maintenance or Positioning			
Aerial Work			
	c)Other Aviation Activities within Mandatory Broadcast Zone/Control Zone		
ACTIVITY	List the largest A/C Type in each activity group	RFF Category of the aircraft	Category of RFF cover provided for that size of aircraft
Public Transport			
Non-Public Transport			
Flying Training			
Parachuting			
Freight			
Specified Hazardous Freight			
Maintenance or Positioning			
Aerial Work			
2.4.2	Total Number of aircraft movements in last 12 months. Note: A movement is either a take-off or a landing.		

2.5 TRAINING & EDUCATION	
2.5.1	Describe how staff are trained.
2.5.2	Describe how those involved in operational activities maintain their competence to an appropriate standard
2.5.3	<p>How do you ensure that the following are trained and made aware of the safety issues working in an aerodrome ‘airside’ environment?</p> <p>a) New Staff?</p> <p>b) Staff transferred to new functions?</p> <p>c) Staff whose remit is expanded to take in additional roles/functions?</p>
2.5.4	What changes in training or education policy have occurred since the last Audit?
2.5.5	How do you ensure the adequacy of the Airside Safety Training for the staff of all organizations operating airside?
2.5.6	How do you ensure that all staff are aware of the necessary safety information and knowledge, and of any changes that occur?

2.5.7	Does the aerodrome operator provide training for RFF?
2.5.8	Does the aerodrome operator provide live fire drills to RFF?
2.5.9	Does the aerodrome operator ensure that RFF has a training program?

2.6 AERODROME MANUAL

2.6.1	What is your policy for reviewing and amending the Aerodrome Manual?
2.6.2	When and by whom was the Aerodrome Manual last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?
2.6.3	How do you ensure all aerodrome operating staff have access to, and have read and understood, those parts of the Aerodrome Manual that apply to them?

2.7 AERODROME SAFEGUARDING

2.7.1	Who is responsible for Aerodrome Safeguarding at your aerodrome?
2.7.2	What training have they received

2.7.3	Describe the safeguarding procedure in place at your aerodrome?
2.7.4	How many safeguarding consultations have you processed since the last aerodrome audit?

2.8 AERODROME PROJECTS	
2.8.1	Who is responsible in the management structure for coordinating developments on the aerodrome, whether on behalf of the aerodrome or a third party?
2.8.2	<p>Please list all developments or projects that:</p> <ul style="list-style-type: none"> a) Are currently in progress b) Have taken place in the past 12 months c) Are still in the planning stage

On behalf of the Aerodrome Operator, I confirm that the details for this Part 2 - Aerodrome Pre-Audit Assessment - Overview of the Systems for Organizing and Managing Aerodrome Airside Safety are correct to the best of my knowledge.

Name	
Signature	
Organization	
Date	

5 D.5 Part 3 - Aerodrome Pre-Audit Assessment

Statement of the Physical Characteristics of the Aerodrome and the Level of Service Provided

3.1 RUNWAYS					
1) Please complete/amend the table below (dimensions in meters)					
2) Highlight where Kuwait civil aviation regulation minima are not met					
3) Indicate areas where special procedures are required.					
Runway	Reference Code (Number and Letter)	Runway Width	Bearing Strength (PCN)	Runway Strip Width	Comments
3.1.1	Criteria regulating the use of a pavement by an aircraft with an ACN higher than the PCN reported for that pavement.				

3.2 CALCULATION OF DECLARED DISTANCES							
Please fill in all the details for each runway							
Runway		Dimensions		Instrument/Visual		Runway Magnetic Bearing	
TORA	Starts						
	Ends						
ASDA	Starts						
	Ends						
TODA	Starts						
	Ends						

LDA (based on approach slope)	Starts		Displaced Threshold:	
	Ends			
Undershoot (total)	From		RESA AVAILABLE:	
	To			
Over-run (total)	From		RESA AVAILABLE:	
	To			
Approach Surface Slope			If different from KCASR regulations requirement give reason:	

Runway		Dimensions		Instrument/Visual		Runway Magnetic Bearing	
TORA	Starts						
	Ends						
ASDA	Starts						
	Ends						
TODA	Starts						
	Ends						
LDA (based on approach slope)	Starts			Displaced Threshold:			
	Ends						
Undershoot (total)	From			RESA AVAILABLE:			
	To						
Over-run (total)	From			RESA AVAILABLE:			
	To						

Approach Surface Slope		If different from KCASR regulations requirement give reason:

3.3 TAXIWAYS

3.3.1	Taxiways a) Please complete / amend the table below (dimensions in metres. b) Highlight where Kuwait Civil Aviation Regulation minima are not met. c) Indicate areas where special procedures are required. (If already completed, please only highlight any changes).			
Taxiway Designator	Code	Width	Strip Width	Bearing Strength (PCN)

3.4 RUNWAY END SAFETY AREAS: (RESAs)

3.4.1	RESA a) Please complete / amend the table below (dimensions in meters. b) Highlight where Kuwait Civil Aviation Regulation minima are not met. c) Indicate areas where special procedures are required. (If already completed, please only highlight any changes).	
Runway	Undershoot RESA (meters)	Overrun RESA (meters)
RWY		
RWY		
RWY		
RWY		
3.4.2	Where a RESA Aeronautical Study is required; state the date that this was last reviewed.	

3.4.3	Runway End Safety Areas Dimensions			
Runway no.	Runway Code	RESA available?	Distance of RESA 90m?	Width of RESA

3.5 AERODROME GROUND LIGHTING (AGL)

3.5.1 Please highlight and describe any changes

	INDICATE TYPE OF LIGHTS (e.g. HI OR LI)	REMARKS
RUNWAY (designator)		
Approach		
Supplementary		
PAPI		
APAPI		
LITAS		
Rwy Centre line		
Rwy Edge		
Threshold		
End		
TDZ		
Stop way		
Taxiway Edge		
Taxiway Centre line		
Illuminated Signs		
Illuminated Windsleeves		
Docking Guidance		

Floodlighting		
Obstacle		
Beacon		
Other (Helicopter?)		

3.5.2	a) Does your lighting comply with Kuwait civil aviation regulation in all respects? If NO, please identify and justify the non-compliance.	YES / NO
	b) Describe any mitigating procedures you have put in place to ameliorate the reduced standard of safety.	
3.5.3	What is the aerodrome policy on aerodrome lighting inspections and where is it documented?	
3.5.4	a) Are the apron and aircraft stands illuminated in accordance with national civil aviation regulation?	YES / NO
	b) When was the last apron/aircraft stand luminance check carried out?	
3.5.5	a) When did the last runway lighting inspection take place? b) Who conducted the last check? c) What was recorded and where?	

3.5.6	<p>a) When did the last aerodrome AGL Flight Check take place?</p> <p>b) Who conducted the last check?</p> <p>c) What was recorded and where?</p>
3.5.7	<p>Describe the fault reporting and follow-up system that ensures faults are rectified?</p>
3.5.8	<p>a) What is the policy for checking the alternate input power supply to the AGL system?</p> <p>b) Who conducted the last check?</p> <p>c) What was recorded and where?</p>
3.5.9	<p>Are there any developments or changes to the AGL system planned?</p>
3.5.10	<p>How is the photometric performance of the AGL checked?</p>

3.6 APRONS, STANDS AND HARDSTANDINGS

3.6.1	<p>Confirm that all aprons, stands and hard standings meet the requirements of national civil aviation regulation in terms of:</p> <p>a) Slopes</p> <p>b) Markings</p> <p>c) Aircraft stand spacing</p> <p>d) Aircraft clearance from obstructions, etc.</p>
3.6.2	<p>Identify any aprons, stands or hard standings in use that do not comply with KCASR Part 14, and describe any mitigating feature or procedures in place.</p>
3.6.3	<p>Where there are any non-compliances, are these:</p> <p>a) Listed as certificate deviations</p> <p>b) Identified in the aerodrome AIP entry?</p>

3.7 DEVIATIONS TO CERTIFICATION CRITERIA

It is the Kuwait Authority's policy that when a development takes place on an aerodrome in the area of a deviation, the deviation should, where possible, be removed or mitigated

3.7.1	<p>Deviations</p> <p>List each deviation at your aerodrome below.</p>	
	Details of Deviation	Regulatory Reference
1		

3.7.2	You are requested to re-justify the need for continuing with each of these deviations
3.7.3	Identify mitigating actions that have been taken to ameliorate the reduced level of safety caused by these deviations; i.e. lighting, AIP entry, operational procedures etc.
3.7.4	Indicate any plans for removing the deviation in the future.
3.7.5	Are there any deviations from Kuwait civil aviation regulation criteria that you are aware of, that have not been notified to the Kuwait Authority (DGCA/ASD)?

3.8 AERODROME SURVEY INFORMATION

Complete the table below and include the latest survey information.	Date of last Full Survey	Date of last Validation Assessment Survey	Date of next Full Survey or Validation Assessment Survey
a) Aerodrome Plan (If not 1:2500 please give scale)			
b) Obstacle Limitation Surfaces Survey			
c) Aerodrome Obstacle Chart - Type A Chart Survey			
d) Precision Approach Terrain Chart Survey			
e) TODA Areas 2a and 2b Survey			

f) TODA Areas 2c, 2d*, 3* and 4 Survey *TODA Areas 2d and 3 optional			
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3.8.1	Have changes to the aerodrome data been sent to the AIS?
3.8.2	What procedure is in place to review and assess the survey data?

3.9 AERODROME MARKINGS & SIGNALS

3.9.1	What is the aerodrome policy and process on aerodrome inspections for markings, signals and signage?	
3.9.2	a) What is the date of the last inspection specifically for markings and signals	
	b) Was it conducted by Aerodrome Operations? If No, please indicate who conducted the inspection	YES / NO
3.9.3	Do all signs, markings & signals comply with Kuwait civil aviation regulation? If NO, please give details, and show a plan with dates to achieve compliance.	YES / NO

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3.9.4 Indicate markings & signs provided, or provide a colored diagram, or advise where such a diagram may be found.					
Runway Designator	RWY	RWY	RWY	RWY	REMARKS
Runway Threshold					
Aiming Point					
Touchdown Zone					
Runway Centre line					
Runway Edge Markings					
Runway Edge (Grass)					
Taxiway Centre line					
Taxiway edge					
Taxiway Intermediate Hold					
Runway Taxi-Holding Positions					
Signs	Mandatory				
	Information				
Boundary Markers					
Landing T/ Signals Area					
Windsleeve (Illuminated)					
Other Signals/Markings					

3.10 HUMAN OBSERVER RUNWAY VISUAL RANGE		
3.10.1	What procedures/policies are in place for Human Observer Runway Visual Range?	
3.10.2	Where are such procedures/policies documented	
3.10.3	What is the aerodrome policy on calibration, marking and lighting of a vehicle used as the ROP?	
3.10.4	What is the frequency of inspection of marker boards/lights used for RVR observations	
3.10.5	Are the runway light fitting/bulb types and supply voltage unchanged since the last calibration? If NO, please give details.	
3.10.6	What is the policy to ensure all persons employed on RVR observer duties are: a) Adequately trained b) Medically fit to undertake the task	YES / NO
3.10.7	How do you ensure the RVR operating instructions included in the Aerodrome Manual or other documents are still relevant and amended when necessary?	

3.11 LOW VISIBILITY PROCEDURES (LVPs)		
Refs.	a) Kuwait Civil Aviation Regulation	b) LVPs and c) ICAO Annex 14, Volume I
3.11.1	Please state: a) In what documents are the LVPs for your aerodrome laid out? b) Do all documents agree and cross refer to each other?	
	Aerodrome manual MATS	
3.11.2	What is the aerodrome's policy on testing the LVPs?	
	Once a year through table top exercise	
3.11.3	When was the last LVP Table Top Exercise undertaken?	
	June	
3.11.4	Vehicle movements (maneuvering area) a) Are vehicles allowed on the maneuvering area during LVPs? If YES, please give details	YES / NO
	Restricted	
	b) Are they R/T equipped? If NO, please give details how they are controlled	YES / NO
3.11.5	Vehicle movements (apron) a) Are vehicles allowed on the apron(s) during LVPs? If YES, please give details	YES / NO
	Restricted	
	b) Are they R/T equipped? If NO, please give details how they are controlled	YES / NO
3.11.6	Restrict the operation of personnel?	YES / NO

3.12 AIRSIDE DRIVERS		
3.12.1	Is the Airside Driver Training Scheme operated in accordance with best practice?	YES / NO
3.12.2	What are the policies for Airside Driver Training? a) Initial? b) Re-checking? c) Visitor's vehicles? d) Where are they allowed? e) Are any passes or permits required?	
3.12.3	Comply with all mandatory or authorized instructions conveyed by markings, signs or lights when on the maneuvering area or apron?	YES / NO
3.12.4	Establish and maintain two-way radio communication with the control tower?	YES / NO

3.13 SAFEGUARDING (NOT OLS)	
3.13.1	Aerodrome Boundary Initial? a) Description b) Construction c) Height

3.13.2	<p>Entrance gates</p> <p>a) How many entrance gates are there?</p> <p>b) How are they made secure?</p> <p>c) How many of the gates are locked?</p> <p>d) How many are manned permanently?</p> <p>e) Are there any comments you feel the Kuwait Authority should be aware of regarding your aerodrome entrances?</p>
3.13.3	<p>Emergency Access Gates</p> <p>a) How many Emergency Access gates are there?</p> <p>b) How are they secured?</p> <p>c) Who holds the keys?</p> <p>d) What is the surface type and condition of the access routes?</p> <p>e) Are there any comments you feel the Kuwait Authority (DGCA/ASD) should be aware of regarding your Emergency Access gates?</p>
3.13.4	<p>If your obstacle free zone is safeguarded for all ILS operations, how is this achieved</p>

3.13.5	ILS Sensitive Area Safeguarding a) Do you safeguard the ILS to the standards recommended in ICAO Annex 10? If NO, please give details	YES / NO
	b) Are the holding points & taxiway distances from the runway center line compliant with Code letter? If NO, please give details	YES / NO
	Are there any infringements, either permanent or temporary? If NO, please give details	YES / NO

3.14 WILDLIFE HAZARD CONTROL

3.14.1	Who is responsible for Wildlife hazard control on your aerodrome?	
3.14.2	How many people are engaged in Wildlife hazard control at any one time?	
3.14.3	If not a "dedicated" team, what duties are the Wildlife hazard controllers drawn from?	
3.14.4	Have all personnel attended a formal Wildlife hazard control-training course? If NO, please give details of what training they have received	YES / NO
3.14.5	How is Wildlife hazard control undertaken? a) Constant patrol and control? If No, what measures are taken	YES / NO

	b) Before first movement and as required until last movement? If No, what action is taken?	YES / NO
	c) Response to ATC call-out? If No, what action is taken?	YES / NO
	d) Other?	
3.14.6	What are the team's hours of operation?	
3.14.7	What equipment is utilised in your Wildlife hazard control?	
3.14.8	What are the main species of Wildlife on your aerodrome?	
3.14.9	What method do you use to assess your Wildlife strike probability?	
3.14.10	How many Wildlife strikes has the aerodrome identified in the last: a) Year to date? b) In the previous full calendar year?	
3.14.11	What are the specific habitat problems on your aerodrome or in its vicinity?	

3.14.12	What liaison do you have with your local Municipality on developments near your aerodrome, which might attract Wildlife?
3.14.13	<p>a) When was an assessment of the 13km Wildlife circle last made and by whom?</p> <p>b) What procedures are in place to review it?</p> <p>c) Have you or are you in the process of developing a ‘13km’ Wildlife hazard’ chart?</p>
3.14.14	Have you or are you in the process of developing a dedicated document promulgating your policies and procedures on Wildlife Hazard Control (e.g. Wildlife Hazard Control Plan)?

3.15 RUNWAY INCURSION PREVENTION MEASURES

3.15.1	<p>Indicate below how each runway is safeguarded?</p> <p>a) Entry and Exit Points</p> <p>b) Runway Taxi-Holding Points</p> <p>c) Stop Bars</p> <p>d) Signs Illuminated</p> <p>e) Runway Guard Lights</p> <p>f) Control Lights</p>

3.15.2	<p>a) Are there any vehicular traffic routes that intersect runways or taxiways?</p> <p>b) How is this controlled?</p>
3.15.3	<p>a) What is the policy for reviewing runway incursion prevention measures?</p> <p>b) Describe any process you have in place for such a review i.e. a local runway safety team?</p>

3.16 RUNWAY SURFACE FRICTION ASSESSMENT

Note: Please ensure that a complete copy of the most recent runway surface friction assessment is available during the audit.

3.16.1	<p>Do you have policies & procedures for the following areas of periodic friction assessment?</p> <p>a) Training in use of equipment?</p> <p>b) Record keeping?</p> <p>c) Maintenance of equipment?</p> <p>d) Where are the above policies and procedures documented</p>	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>
3.16.2	<p>Please state: -</p> <p>a) Type of Continuous Friction Measuring Equipment (CFME) used for runway surface friction assessments</p> <p>b) Latest assessment friction readings for inner and both outer portions</p>	

	c) Date of most recent runway surface friction assessment	
3.16.3	a) Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Maintenance Planning Level? If YES what maintenance has been planned to improve friction values?	YES / NO
	b) Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Minimum Friction Level? If YES, what maintenance has been planned to improve friction values?	YES / NO
	c) If the answer to b) above is YES, has the runway concerned been notified by NOTAM as “may be slippery when wet”?	YES / NO
3.16.4	What is the method used for timely removal of contaminants, such as rubber deposit, standing water, sand, etc. or on recorded friction results?	YES / NO

3.17 FUEL	
3.17.1	How many separate aircraft fueling facilities are there on your aerodrome and who are they operated by?
3.17.2	How do you ensure that the fuel installations on your aerodrome are managed and operated in accordance with the aerodrome's SMS?

3.18 AERODROME INFORMATION (AIP Entry)		
<i>AIP amendments other than those for permanent changes to declared distances or permanent changes to the RFF category are the responsibility of the aerodrome management, who may arrange permitted amendments directly with Aeronautical Information Service (AIS).</i>		
3.18.1	a) Are all details (with regard to the Aerodrome Physical Characteristics and RFF) Category) as promulgated in the current AIP correct? If NO, is amendment process in hand?	YES / NO
	c) Has a NOTAM been issued?	YES / NO
3.18.2	Obstacle Check: Is the Aerodrome Certificate Holder satisfied that all significant obstacles are promulgated in the AIP? a) Obstacles on Aerodrome? b) Obstacles in Local Area? If NO, provide details and explain why these have not been published.	YES / NO YES / NO
3.18.3	When was your aerodrome entry in the AIP last reviewed for accuracy and by whom?	

3.19 Preventive Maintenance Program		
3.19.1	Does the operator has Preventive Maintenance Program?	YES / NO
3.19.2	Visual aids	
	a) Is system of preventive maintenance of visual aids employed to ensure lighting and marking system reliability?	YES / NO
	b) Does the operator define maintenance performance level objectives for visual aids as part of their preventive maintenance program?	YES / NO

3.20 Siting of equipment and installations on operational areas		
3.20.1	Unless its function requires it to be there for air navigation or for aircraft safety purposes, no equipment or installation shall be:	
	a) On a runway strip, a runway end safety area, a taxiway strip or within the distances specified in Table 3-1, column 11, if it would endanger an aircraft shall be frangible and mounted as low as possible.	YES / NO
	b) On a clearway if it would endanger an aircraft in the air shall be frangible and mounted as low as possible.	YES / NO
3.20.2	Any equipment or installation required for air navigation or for aircraft safety purposes which must be located:	
	a) on that portion of a runway strip within:	
	1) 75 m of the runway center line where the code number is 3 or 4; or shall be frangible and mounted as low as possible.	YES / NO
	2) 45 m of the runway center line where the code number is 1 or 2; or shall be frangible and mounted as low as possible.	YES / NO
	b) On a runway end safety area, a taxiway strip or within the distances specified in Table 3-1 shall be frangible and mounted as low as possible.	YES / NO

	c) On a clearway and which would endanger an aircraft in the air shall be frangible and mounted as low as possible.	YES / NO
3.20.3	Any equipment or installation required for air navigation or for aircraft safety purposes which must be located on the non-graded portion of a runway strip should be regarded as an obstacle and should be frangible and mounted as low as possible.	YES / NO
3.20.4	Unless its function requires it to be there for air navigation or for aircraft safety purposes, no equipment or installation shall be located within 240 m from the end of the strip and within:	
	a) 60 m of the extended center line where the code number is 3 or 4 of a precision approach runway category I, II or III.	YES / NO
	b) 45 m of the extended center line where the code number is 1 or 2 of a precision approach runway category I, II or III.	YES / NO
3.20.5	equipment or installation required for air navigation or for aircraft safety purposes which must be located on or near a strip of a precision approach runway category I, II or III and which	
	a) Is situated on that portion of the strip within 77.5 m of the runway center line where the code number is 4 and the code letter is F shall be frangible and mounted as low as possible.	YES / NO
	b) is situated within 240 m from the end of the strip and within	YES / NO

	1) 60 m of the extended runway center line where the code number is 3 or 4 shall be frangible and mounted as low as possible.	YES / NO
	2) 45 m of the extended runway center line where the code number is 1 or 2 shall be frangible and mounted as low as possible.	YES / NO
	c) Penetrates the inner approach surface, the inner transitional surface or the balked landing surface shall be frangible and mounted as low as possible.	YES / NO

Table 3-1. Taxiway minimum separation distances

Code letter	Distance between taxiway centre line and runway centre line (metres)								Taxiway centre line to taxiway centre line (metres)	Taxiway, other than aircraft stand taxilane, centre line to object (metres)	Aircraft stand taxilane centre line to object (metres)
	Instrument runways Code number				Non-instrument runways Code number						
	1	2	3	4	1	2	3	4			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
A	82.5	82.5	-	-	37.5	47.5	-	-	23.75	16.25	12
B	87	87	-	-	42	52	-	-	33.5	21.5	16.5
C	-	-	168	-	-	-	93	-	44	26	24.5
D	-	-	176	176	-	-	101	101	66.5	40.5	36
E	-	-	-	182.5	-	-	-	107.5	80	47.5	42.5
F	-	-	-	190	-	-	-	115	97.5	57.5	50.5

Note 1.— The separation distances shown in columns (2) to (9) represent ordinary combinations of runways and taxiways. The basis for development of these distances is given in the Aerodrome Design Manual (Doc 9157), Part 2.

Note 2.— The distances in columns (2) to (9) do not guarantee sufficient clearance behind a holding aeroplane to permit the passing of another aeroplane on a parallel taxiway. See the Aerodrome Design Manual (Doc 9157), Part 2.