



AERODROME MANUAL CHECKLIST

The attached Aerodrome Manual Checklist has been developed to assist the aerodrome in compiling an Aerodrome Manual in accordance with international standards. Please complete the checklist and submit it with the latest version of your Aerodrome Manual.

Part A – General

Administration and control of the aerodrome manual including the following:	Choose an item	Page
Introduction		
Statement signed by the accountable manager that the aerodrome manual complies with all applicable requirements and with the terms of the certificate		
Statement signed by the accountable manager that the aerodrome manual contains operational instructions that are to be complied with by the relevant personnel		
Explanations, abbreviations and definitions of terms needed for the use of the manual		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
System of amendment and revision	Choose an item	Page
Details of the person(s) responsible for the issuance and insertion of amendments and revisions		
A record of amendments and revisions with insertion dates and effective dates		
A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety		
A description of the system for the annotation of pages or paragraphs and their effective dates		
A list of effective pages or paragraphs		
Annotation of changes (in the text and, as far as practicable, on charts and diagrams)		
Temporary revisions		
Description of the distribution system and a distribution list for the aerodrome manual, its amendments and revisions		



If you have selected 'No' for any of the above, please provide comments:

--

General Information including the following:	Choose an item	Page
Purpose and scope of the aerodrome manual		
Legal requirements for an aerodrome certificate and the aerodrome manual.		
Conditions for use of the aerodrome by its users		
The obligations of the aerodrome operator, rights of the Competent Authority and guidance to staff on how to facilitate audits/inspections by the Competent Authority personnel		

If you have selected 'No' for any of the above, please provide comments:

--

Part B – Aerodrome management qualification and training requirements

A description of the management system including the following:	Choose an item	Page
Aerodrome organisation and responsibilities including the following: a description of the organisational structure, including the general organogram and other departments' organograms. The organogram should depict the relationship between the departments. Subordination and reporting lines of all levels of organisational structure (Departments, Sections etc) related to safety should be shown.		
Names, authorities, responsibilities and duties of management and nominated persons; responsibilities and duties of other operational, maintenance personnel, as well as the aerodrome safety committees and the Local Runway Safety Team and their functioning, should also be included.		
The name, status and responsibility of persons authorised by the Brunei DCA to detain aircraft at the aerodrome for safety and other, related reasons.		

If you have selected 'No' for any of the above, please provide comments:

--



A description of the safety management system including:	Choose an item.	Page
Scope of the safety management system		
Safety policy and objectives		
Safety responsibilities of key safety personnel		
Documentation control procedures		
Safety risk management process including hazard identification and risk assessment schemes		
Monitoring of implementation and effectiveness of safety actions and risk mitigation measures		
Safety performance monitoring		
Safety reporting (including hazard reporting) and investigation		
Emergency response planning		
Management of change (including organisational changes with regard to safety responsibilities)		
Safety promotion		
Safety management system outputs.		
Description of the compliance monitoring function and related procedures, including third party oversight.		
Description of the quality management system for aeronautical data and aeronautical information provision activities and related procedures, including those for meeting the relevant safety and security management objectives		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		



Procedures for reporting to the Competent Authority including handling, notifying and reporting accidents, serious incidents and occurrences. This section include at least the following:	Choose an item.	Page:
Definition of accident, serious incident and occurrence and of the relevant responsibilities of all persons involved		
Illustrations of forms to be used (or copies of the forms themselves) instructions on how they are to be completed, the address to which they should be sent and the time allowed for this to be done		
Procedures and arrangements for the preservation of evidence, including recordings, following a reportable event		
Procedures related to use of alcohol, psychoactive substances and medicines		
Procedures for complying with safety directives issued by the Competent Authority		
Procedures for reaction to safety problems		
Procedures for handling of safety recommendations issued by Safety Investigation Authorities		
A description of the method and procedures for recording aircraft movements including movement type and aircraft type, dates and number of passengers		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Required aerodrome personnel qualifications and procedures related to:	Choose an item	Page
Training programme, including responsibilities, frequencies, syllabi and the identified training standards for all personnel involved in the operation, rescue and fire fighting maintenance and management of the aerodrome, and those persons operating unescorted on the movement area and other operational areas of the aerodrome.		
Procedures for <i>training and checking</i> of the trainees		
Procedures to be applied in the event that personnel do not achieve the required standards		
Description of documentation to be stored and storage periods		
The <i>proficiency check programme</i> including responsibilities and frequencies		
Procedures to be applied in the event that personnel do not achieve the required standards		
Description of the documentation to be stored and storage periods		



If you have selected 'No' for any of the above, please provide comments:

Part C – Particulars of the aerodrome site

A description of the aerodrome site including in particular, the following information:	Choose an item.	Page:
A plan showing the distance of the aerodrome from the nearest city, town or other populous area;		
Detailed maps and charts of the aerodrome showing the aerodrome's location (longitude and latitude) and boundaries, major facilities, aerodrome reference point, layout of runways, taxiways and aprons, aerodrome visual and non-visual aids, and wind direction indicators (Scale 1:2500)		
A plan showing the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome;		
Description of the physical characteristics of the aerodrome, elevations, visual and non-visual aids, as well as the information regarding the aerodrome reference temperature, strength of pavements, rescue and fire fighting level of protection, ground aids, main obstacles and whether they are lighted.		
Description of the types of operations that the aerodrome is approved to conduct.		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		



Part D – Particulars of the aerodrome required to be reported to the aeronautical information service

The aeronautical information services available and the procedures for the promulgation of general information, including the following:	Choose an item.	Page:
The name of the aerodrome		
The location of the aerodrome		
The geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System — 1984 (WGS-84) reference datum		
The aerodrome elevation and geoid undulation		
The elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway		
The aerodrome reference temperature		
Details of the aerodrome beacon		
The name of the aerodrome operator and contact details (including telephone numbers) of the aerodrome operator at which may be contacted at all times		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Aerodrome dimensions and related information, including the following:	Choose an item.	Page:
Runway — true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone		
Length, width and surface type of strip, runway end safety areas, stopways; length, width and surface type of taxiways; apron surface type and aircraft stands; clearway length and ground profile		
Visual aids for approach procedures, approach lighting type and visual approach slope indicator system; marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways and aprons, location and type of visual docking guidance system; availability of standby power for lighting		
The location and radio frequency of VOR aerodrome checkpoints		
The location and designation of standard taxi routes		



The geographical coordinates of each threshold, appropriate taxiway centre line points and aircraft stands		
The geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the surroundings of the aerodrome (in the form of charts)		
Pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number (ACN-PCN) method		
Pre-flight altimeter check locations established and their elevation		
Declared distances		
Contact details (telephone/telex/fax numbers and e-mail addresses) of the aerodrome coordinator for the removal of disabled aircraft, expressed in terms of the largest aircraft type		
Rescue and fire fighting level of protection, types and amounts of extinguishing agents normally available at the aerodrome		
Exemptions or derogations from the applicable requirements, cases of equivalent level of safety, special conditions and limitations		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		

Part E – Particulars of the operating procedures of the aerodrome, its equipment and safety measures

Aerodrome reporting, including:	Choose an item.	Page:
Arrangements and procedures for reporting changes to the aerodrome information set out in the AIP and requesting the issue of NOTAM, including reporting changes to the Competent Authority and recording the reporting of changes		
Procedures and frequencies for aeronautical data surveying		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		



Procedures for accessing the aerodrome movement area, including:	Choose an item.	Page:
Coordination with the security agencies		
Prevention of unauthorised entry into the movement area		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Procedures and responsible personnel for the inspection, assessment and reporting of the condition of the aerodrome movement area and other operational areas and facilities, (including runway surface friction characteristics assessments and water-depth measurements), including:	Choose an item.	Page:
Arrangements and means of communicating with the air traffic services unit during inspections		
Inspection checklists, logbook and record-keeping		
Inspection intervals and times; reporting results and follow-up actions		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Procedures for the inspection and routine and emergency maintenance of visual and non-visual aids, as appropriate and the aerodrome electrical systems including:	Choose an item.	Page:
Inspection checklists, logbook and record-keeping		
Inspection intervals and times; reporting results and follow-up actions		
Operating, maintenance and repair instructions, servicing information, troubleshooting and inspection procedures of aerodrome equipment		
Procedures for maintenance of the movement area, including paved areas; unpaved runways and taxiways; runways and runway strips and aerodrome drainage		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		



Procedures for aerodrome works including:	Choose an item.	Page:
Coordinating, planning and carrying out construction and maintenance work		
Arrangements and means of communicating with air traffic services unit during the progress of such work.		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Procedures for apron management including:	Choose an item.	Page:
Transfer of the aircraft between air traffic services unit and the apron management unit		
Allocation of aircraft parking positions		
Engine start and aircraft push-back		
Marshalling and 'follow-me' service		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Procedures for apron safety management including:	Choose an item.	Page:
Protection from jet blasts		
Enforcement of safety precautions during aircraft refuelling operations		
Apron cleaning/sweeping		
Monitoring compliance of personnel on the apron with safety procedures		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		



Procedures for the control of vehicles operating on or in the vicinity, or the movement area, including traffic rules, speed limits and method for issuing driving permits and enforcement means		
Procedures for wildlife hazard management including assessing wildlife hazards and arrangements for implementation of the wildlife control programme and promulgation of the relevant information to the AIS; wildlife strike form		
Procedures for obstacle control and monitoring within and outside of the aerodrome boundaries and notification to the Competent Authority, of the nature and location of obstacles and any subsequent addition, or removal, of obstacles for action as necessary, including amendment of the AIS publication and responsibility for obstacle lighting on and off the aerodrome.		
Procedures for monitoring hazards related to human activities and land use, on the aerodrome and its surrounds		
Relevant inspection checklists, logbook and record-keeping; inspection intervals and times; reporting results and follow-up actions.		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Aerodrome emergency plan including: (Further guidance attached on separate sheet)	Choose an item.	Page: E.P
Dealing with emergencies at the aerodrome or in its surroundings		
Tests for aerodrome facilities and equipment to be used in emergencies, including their frequency		
Exercises to test emergency plans, including their frequency		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Rescue and Fire fighting including: (Further guidance attached on separate sheet - Attachment 1)	Choose an item.	Page:
Description of facilities, equipment, personnel and procedures for meeting the fire fighting requirements including:		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		



Removal plan of disabled aircraft, including	Choose an item.	Page:
relevant arrangements, equipment, and procedures for its implementation		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Procedures for ensuring the safe handling and storage of fuel and dangerous goods in the aerodrome, including:	Choose an item.	Page:
Equipment, storage areas, delivery, dispensing , handling and safety measures		
Quality and correct specification of aviation fuel; audit and inspection intervals, checklists, sampling and record keeping		
<i>If you have selected 'No' for any of the above, please provide comments:</i>		
Low visibility operations: description of operational procedures including coordination with air traffic services unit and apron management unit, standard taxiing routes, control of activities and measurement and reporting of runway visual range.		
Procedures for winter operations.		
Snow removal plan and procedures for its implementation, including a description of the available means and relevant arrangements.		
Procedures for operations in adverse weather conditions.		
Procedures for night operations.		
Procedures for the protection of radar and other navigational aids, control of activities, and ground maintenance in the vicinity of these installations.		
Procedures for the operation of aircraft with higher code letter at the aerodrome including taxiing routes		
Procedures and measures for the prevention of fire at the aerodrome		



Procedure for calculating reduced Declared Distances where there are temporary objects infringing the strip or obstacle limitation surfaces.		
Procedures for the safe integration of other aviation activities such as gliding, parachuting and banner towing		
<p><i>If you have selected 'No' for any of the above, please provide comments:</i></p>		

BRUNEI DCA



Attachment 1

Guidance for completion of RFFS / emergency planning sections

You may wish to consider inclusion of the following under the RFFS/Emergency Planning sections of the Aerodrome Manual:

Part B – Aerodrome management qualification and training requirements

A description of the safety management system including:	Choose an item.	Page:
Emergency response planning (The emergency response plan should be integrated into the SMS and reflect the size, nature and complexity of the activities performed by the organisation. An Emergency Response Plan (ERP) should be established that provides the actions to be taken by the organisation or individuals in an emergency)		

Part E – Particulars of the operating procedures of the aerodrome, its equipment and safety measures

Aerodrome emergency plan including:	Choose an item.	Page:
Where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, appliances with aerial capability etc., details should be included. Procedures to be followed if these facilities are temporarily unavailable should also be included.		
Where medical equipment is held, other than on RFF vehicles, a statement indicating its location and how it is to be transported to an incident should be included.		
The ready availability of, and coordination with, appropriate specialist rescue services to be able to respond to emergencies where an aerodrome is located close to water and/or swampy areas and where a significant proportion of approach or departure operations takes place over these areas.		
An assessment of the approach and departure areas within 1000m of the runway threshold is carried out to determine the options available for intervention.		
The aerodrome operator's arrangements for determining and implementing plans that ensures that integrated management of response to an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations.		
Communication and alerting systems including:	Choose an item.	Page:
Procedures for monitoring the aircraft movement area for the purposes of alerting RFF personnel.		
Showing how RFF personnel are alerted throughout the range of functions (training, extraneous duties, etc.) and geographical locations from where they may be expected to respond indicating how the adequacy of the response time capability through their functions and locations is monitored and maintained.		
How RFF personnel engaged in extraneous duties are managed, to ensure that response capability is not compromised and their safety is not affected.		

RFFS Level of Protection including:	Choose an item.	Page:
Policy statement of the RFFS category(s) to be provided.		



Policy and procedures indicating how changes in the level of RFFS protection normally available at the aerodrome are managed. This should include the extent to which operations are to be restricted and how pilots are to be notified.		
Where RFF respond to aircraft accidents off-aerodrome, the policy should be clearly described to manage the effects on continued aircraft operations.		
Where RFF respond to domestic fires or special services, procedures for managing the impact of this upon the normal RFF response should be included.		
Where a higher category is available by prior arrangement the manual should clearly state the actions necessary to upgrade the facility. Where necessary this should include actions to be taken by other departments.		
The objectives for each RFF category provided should be defined, this should include a brief description of: <ul style="list-style-type: none"> • Amounts of media provided; Discharge rates; • Number of foam producing appliances; • Staffing levels; • Levels of supervision. 		
Training including:	Choose an item.	Page:
How RFF personnel are properly trained to perform their duties to ensure the initial and continued competence, this should include the following: <ul style="list-style-type: none"> • Realistic live fire drills; • Breathing apparatus training in heat and smoke; • First Aid; • Driver training; • Low Visibility procedures; • Human performance including team coordination. 		
Policy & Procedures including:		
Provision of and training in protective clothing and respiratory equipment to enable them to perform their duties in an effective manner		
How the aerodrome operator ensures that appropriate medical standards are met by RFFS personnel		
Arrangements for ensuring the adequacy of responses in less than optimum conditions of visibility, especially during low visibility operations		
A water needs analysis determining the availability of sufficient quantities of water for fire fighting following an aircraft accident		