

Fiji Aerodrome Operations – Pre-Audit Self Assessment Checklist

Aerodrome Name			
Self-Assessment Date		Planned Audit Date	

Self-Assessment of the Airport Compliance

The purpose of this checklist is to assist aerodrome operators in preparing for their upcoming aerodrome safety audit and to enhance and focus civil aviation authority activities when on-site during the audit. It is a thorough review of all regulatory compliance requirements and can be used to identifying areas for improvement as well as provide assurance to senior management that compliance and safety are being managed appropriately.

The checklist must be filled by the aerodrome operator and submitted to the CAAF at least two weeks before the planned audit date (as shown onto formal audit notification). Items may excluded from the checklist based on local conditions, facilities and equipment.

PART A – To be completed by the aerodrome operator

Ref	Topic/Question	Compliant?		
Aerodrome Management				
Safety Management System				
2.29	Has a Safety Management System been established in accordance with the SD-SMS, it is commensurate with the size and complexity of the aerodrome operations, and has been accepted by the Authority?	Yes	No	N/A
2.29	Are all users of the aerodrome (including fixed-base operators, ground-handling agencies and other organisations that perform activities independently at the aerodrome in relation to flight or aircraft handling) been involved in the operation of the SMS?	Yes	No	N/A
5.17	Has an internal audit of the SMS, including aerodrome facilities and equipment, been arranged and did this audit cover the aerodrome operator's own functions, aerodrome users, and comply with other requirements?	Yes	No	N/A
Aerodrome Internal Quality Assurance				
2.33	Have internal quality assurance procedures been established that do these procedures ensure compliance with and the adequacy of the aerodrome's plans, procedures and systems?	Yes	No	N/A

Ref	Topic/Question	Compliant?		
2.33	Does the senior person responsible for internal quality assurance have direct access to the Accountable Manager on all safety matters?	Yes	No	N/A
Personnel Requirements				
2.4	Has the aerodrome operator engaged, employed or contracted an adequate number of people to perform critical aerodrome activities?	Yes	No	N/A
2.4	Does the aerodrome operator have a senior person identified as the Accountable Manager with sufficient authority to ensure all aerodrome activities are carried out appropriately?	Yes	No	N/A
2.4	Does the aerodrome operator have a senior person(s) designated as the Airport Manager or otherwise, who is/are responsible for the aerodrome, operation and SMS, demonstrably competent, and is/are ultimately responsible to the Accountable Manager?	Yes	No	N/A
5.13.4	Have all changes to the above positions been notified to and accepted by the Authority?	Yes	No	N/A

5.16	Does the aerodrome operator have competent aerodrome reporting officers?	Yes	No	N/A
Training				
2.5	All aerodrome operator personnel have been trained in accordance with the regulatory requirements?	Yes	No	N/A
2.5	All aerodrome operator personnel have been assessed as competent with programs in place to ensure ongoing competency?	Yes	No	N/A
Air Traffic Management & Coordination with Other Organisations				
5.6.1	If it has been determined as a requirement, has the aerodrome operator ensured that an aerodrome flight information service or an aerodrome control service or both are provided?	Yes	No	N/A
5.2.6	Has coordination with the air traffic service provider has been undertaken to the satisfaction of the aerodrome operator that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome?	Yes	No	N/A
5.2.7	Where applicable, has coordination with other areas related to safety, such as aeronautical information service, designated meteorological authorities and security, been undertaken?	Yes	No	N/A

Ref	Topic/Question	Compliant?		
Aerodrome Infrastructure				
Aerodrome Design Requirements				
2.1	Are the physical characteristics of the aerodrome are in compliance with regulatory requirements, commensurate with the aircraft it is intended to serve, the meteorological and ambient light conditions, the surrounding land-use and environment control measure, and in consideration of optimal implementation and security integration?	Yes	No	N/A
2.2	Has the aerodrome reference code been selected with reference to the aircraft each facility is intended to serve and in accordance with the system outlined in regulations?	Yes	No	N/A
2.3	Has the aerodrome operator established and published appropriate limitations designed to ensure the safety of aircraft operations?	Yes	No	N/A
Physical Characteristics				
2.15	Are the physical characteristics of the movement area in compliance with the regulations?	Yes	No	N/A
2.14	Has the aerodrome operator ensured that the aerodrome has been operated and maintained with a reasonable degree of care and diligence?	Yes	No	N/A
2.16	Have all temporary and permanent changes to the physical condition of the aerodrome or any other occurrences that may affect the safety of aircraft been notified in writing to the Authority?	Yes	No	N/A
2.16	For controlled and manned aerodromes, has notice of these changes or occurrences also been given to air traffic services?	Yes	No	N/A
Maintenance Programme				
2.14, 5.2.3, 5.2.5, & 5.3.1	Has the aerodrome operator implemented a maintenance program in accordance with the regulations and does that program included preventative maintenance, routine inspections and corrective maintenance?	Yes	No	N/A
5.2.4	Does the maintenance program ensure that paved areas are kept clear of loose debris, ensure good surface friction characteristics, ensure all facilities are in safe operating conditions and incorporate the ICAO GRF for runway surface condition?	Yes	No	N/A

Ref	Topic/Question	Compliant?
5.3.2	Does the maintenance program ensure that visual aids provide reliable and accurate guide information, details the number of lights that may be allowed to be unserviceable in each lighting system and procedures for restoring any unserviceable or deteriorated item back into service?	Yes No N/A
Visual Aids		
2.18	Is the aerodrome marked in accordance with the standards and have they been maintained including markings on its movement area, any unserviceable areas, any obstacles, and any works on or near the movement area?	Yes No N/A
2.19	Does the aerodrome have at least one wind direction indicator installed and maintained in accordance with the standards?	Yes No N/A
2.20	Does the aerodrome have either wind direction indicators installed at each runway end or knows that wind information is passed on to pilots in an compliant manner?	Yes No N/A
2.21	For runway approach ends used regularly by jet-propelled aircraft and where the Authority has determined them necessary, are visual approach slope indicator systems installed in accordance with the standards?	Yes No N/A
2.22	For aerodromes with night operations or operations in IMC, has a lighting system for the movement area been installed including lighting of runways, taxiways and aprons, at least one wind direction indicator, any obstacles on the movement area, any unserviceable areas, any works areas, and for precision approach runways, approach lighting.	Yes No N/A
2.23	Were all lighting systems flight and ground checked prior to being put into service?	Yes No N/A
Technical Inspections		
2.24, 2.25, & .226	Has the aerodrome been subject to an aerodrome technical inspection(s) covering the required items at intervals of not more than 12 months and by an appropriately qualified person(s)?	Yes No N/A
Serviceability Inspections		
5.8	Has an aerodrome inspection program been implemented and does that program ensure that the aerodrome is maintained in compliance with the standards, that equipment is available to inspect the aerodrome, that personnel are competent and that unsafe conditions are reported for prompt correction?	Yes No N/A
Ref	Topic/Question	Compliant?
5.12	Have procedures been established for ensuring aircraft operations are restricted or prohibited from any part of the aerodrome where an unsafe condition exists?	Yes No N/A
Public Protection		
2.30	Have safeguards been implemented that prevent inadvertent entry of animals to the movement area, the unauthorised entry of persons or vehicles airside, and the reasonable protection of persons and property from jet blast?	Yes No N/A
5.20	Have warning notices been posted in areas where low flying or passing aircraft may pose a hazard to people or vehicles?	Yes No N/A
Security		
6.1	In addition to the requirements in 2.30, have safeguards been implemented that deter intentional unauthorised access to any security or enhance security area of the aerodrome?	Yes No N/A

6.1	Do these safeguards consist of fences, gates, doors and other barriers as well as controls on ducts, drains and tunnels?	Yes	No	N/A
6.1	Does the aerodrome provide for an isolated parking area, emergency and/or portable lighting, security screening, security awareness programs, emergency supplies, fence signage, and other security procedures?	Yes	No	N/A
Navigation Aids				
5.10	Does the aerodrome operator prevent construction and other activities that could have an adverse effect on the operation of any navigation aid or air traffic service facility?	Yes	No	N/A
5.10	Does the aerodrome operator prevent, as far as is practical, any interruption to the service provided by navigation aids and air traffic services?	Yes	No	N/A
Aircraft Exceeding Certificated Characteristics				
2.32	Does the aerodrome operator have procedures for accommodating aircraft that exceed the certificated characteristics of the aerodrome that assess the compatibility between the aircraft and the infrastructure and ensure an acceptable level of safety?	Yes	No	N/A
2.32	If applicable, have alternative measures, operational procedures and operating restrictions implemented been promulgated?	Yes	No	N/A
Ref	Topic/Question	Compliant?		
Aerodrome Operations				
Wildlife Hazard Management				
2.31	Where wildlife presents a hazard to aircraft operations, has a wildlife management program been established at the aerodrome?	Yes	No	N/A
Obstacles and Hazards				
3.1 & 3.3	Does the aerodrome operator monitor the airspace around the aerodrome for infringements of the OLS and detect such objects as quickly as possible?	Yes	No	N/A
3.2	Have OLSs been established for the aerodrome in accordance with the standards?	Yes	No	N/A
3.3 & 3.6	When aware of obstacles or potentially hazardous development activities, has the aerodrome operator informed the Authority immediately and provided the necessary details?	Yes	No	N/A
5.19	Has the aerodrome operator removed all obstructions from the aerodrome surface that is likely to be hazardous?	Yes	No	N/A
Aerodrome Rescue and Firefighting Services				
4.1	Does the aerodrome operator provide an ARFFS at the category required by the standards?	Yes	No	N/A
4.2	Does the ARFFS have the minimum levels of extinguishing agents required by the standards?	Yes	No	N/A
4.3	Does the ARFFS have the minimum number of rescue and firefighting vehicles required by the standards?	Yes	No	N/A
4.3	Do all ARFFS vehicles meet the requirements for voice radio communication, lighting, marking and roadworthiness?	Yes	No	N/A
4.4	Are ARFFS personnel provided with adequate clothing and respiratory equipment, rank insignia, lighting, helmets, visors, fire tunics, trousers, gloves and boots?	Yes	No	N/A
4.4	Are ARFFS medically and physically fit, trained, competent, and sufficient in number?	Yes	No	N/A
4.4	Are ARFFS personnel provided with recurrent training including live-fire drills?	Yes	No	N/A

4.5	Is the ARFFS able to respond to an emergency on any point on each operational runway within three (3) minutes?	Yes	No	N/A
4.5	Has this response capability been demonstrated in accordance with the standards?	Yes	No	N/A
4.6	Does the aerodrome have a discrete communication and alerting system compliant with the standards?	Yes	No	N/A
Ref	Topic/Question	Compliant?		
5.5	Has the ARFFS category been maintained in accordance with the level of traffic and critical aircraft?	Yes	No	N/A
5.5	Has the aerodrome operator established a system of preventative maintenance for the ARFFS vehicles in accordance with the standards?	Yes	No	N/A
Apron Management Service				
5.7	Where warranted by the volume of traffic and operating conditions, has an appropriate apron management service been provided?	Yes	No	N/A
5.7	Where ground handling services are not provided by the aerodrome operator, has a contract with these organisations been established to ensure standard are maintained?	Yes	No	N/A
Ground Vehicles				
5.9	Have procedures been established that limit and control the access of ground vehicles to the aerodrome's operational area?	Yes	No	N/A
5.9	For vehicles that require access to the aerodrome's operational area, are these vehicles required to have two-way radio communications (unless escorted) or other forms of sign's signals or guards?	Yes	No	N/A
5.9	Are all airside drivers trained in aerodrome procedures and the operation of ground vehicles on the aerodromes?	Yes	No	N/A
Aerodrome Works Safety				
2.27	Are all aerodrome works carried out in a way that does not create a hazard to aircraft or confusion to pilots?	Yes	No	N/A
2.27	Has the aerodrome operator established procedures to ensure the safety of airside works?	Yes	No	N/A
2.28	Are all airside works carried out under the supervision of a trained works safety officer?	Yes	No	N/A
Aerodrome Documentation & Data				
Document Control Procedures				
2.35	Does the aerodrome operator hold copies of all relevant documents necessary for the provision and operation of the aerodrome and its associated services?	Yes	No	N/A
2.35	Has the aerodrome operator established procedures for the control of documents including ensuring current issues are available and obsolete issues are removed?	Yes	No	N/A
Ref	Topic/Question	Compliant?		
Aerodrome Manual				
2.6	Does the aerodrome operator have a compliant and accepted aerodrome manual that is kept at the aerodrome, principal place of business, and made available for inspection?	Yes	No	N/A
2.7	Does the aerodrome manual include all the information required by the standards?	Yes	No	N/A
2.8	Is the master copy of the aerodrome manual kept in a printed form and in a manner that indicates to a person reading it when changes are made and when the manual is up-to-date?	Yes	No	N/A
2.9	Does the aerodrome operator operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual?	Yes	No	N/A

2.10 & 1.16	Where the aerodrome operator has deviated from the aerodrome manual, has it notified the Authority as soon as practicable after the deviation?	Yes	No	N/A
5.14	Has the aerodrome manual been amended as necessary to ensure the accuracy of the information in the manual?	Yes	No	N/A
5.14	Has the aerodrome manual been reviewed annually, as a minimum?	Yes	No	N/A
5.14	When directed by the Authority in writing, has the aerodrome operator made the necessary amendments to the aerodrome manual?	Yes	No	N/A
5.15	When the aerodrome manual has been amendment, has the aerodrome operator provided the Authority with a copy of each amendment, no later than fourteen (14) days after the amendment?	Yes	No	N/A
Aerodrome Emergency Plan				
2.11	Has an AEP been establish, accepted and designed to minimise the possibility and extent of personal injury and property damage in an emergency?	Yes	No	N/A
2.11	Is the AEP commensurate with the size and complexity of the operations and does it include actions relating to the aircraft operations, procedures for responding agencies, responding in difficult terrain, human factors consideration and other requirements contained in the standards?	Yes	No	N/A
2.11	Has the AEP been developed in coordination with all organisations and agencies with responsibilities for in the plan?	Yes	No	N/A
2.12 & 5.4	Has the aerodrome operator established an aerodrome emergency committee with appropriate representation and that has reviewed the AEP at least once a year, and after exercises and actual emergencies?	Yes	No	N/A
Ref	Topic/Question	Compliant?		
2.13	Has the AEP been tested in accordance with the standards?	Yes	No	N/A
Aeronautical Information Publication & NOTAMs				
2.17	Have all changes and new additions to the aerodrome's published information been notified to the Aeronautical Information Service Provider (AISP)?	Yes	No	N/A
2.17	Has the aerodrome operator provided all the required information to the AISP?	Yes	No	N/A
5.11 & 5.21	Has the aerodrome operator ensured that the aerodrome's condition is accurately reported to the AISP in accordance with the standards?	Yes	No	N/A
Movement Data Reporting				
2.34	Has the aerodrome operator provider the Authority with monthly traffic movement data at least once every three (3) months?	Yes	No	N/A

Further actions may be required

If the answer to any of the questions above is no or where the results of a check or inspection have identified a non-compliance, the aerodrome operator must provide the Civil Aviation Authority with further details.

Further information has been provided in the form of a safety risk assessment and/or exemption application.	Yes	No	N/A
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PART B: Accountable Manager Declaration

Ref	Declaration	Confirmation
5.1.1	The aerodrome operator has ensured the safety, regularity and efficiency of the operations at the aerodrome, has allowed and will continue to allow the Authority's authorised personnel access to the	Confirmed

	aerodrome to carry out safety audits, inspections and testing, and has notified and reported all matters as prescribed.	
5.1.2	The aerodrome operator has and will continue to comply with the standards and practices specified in the Standards Document – Aerodrome and with any conditions endorsed in the certificate.	Confirmed
5.1.3	The aerodrome operator has: <ul style="list-style-type: none"> a) Held at least one complete and current copy of the aerodrome exposition and aerodrome manual b) Made the exposition and aerodrome available to personnel who require those parts to carry out their duties c) Continued to meet the standard and comply with the requirements of the Standards Document d) Notified the Authority of any change of address for service, telephone number, or other contact details required by the Authority within 14 days of the change. 	Confirmed
5.2.1	The aerodrome operator has operated and maintained the aerodrome in accordance with the procedures, plans, systems, and programmes set out in the aerodrome manual.	Confirmed
Accountable Manager Name		
Signature		Date

PART C – For Official Usage

Recommendation of Inspector: Signature: _____ <div style="text-align: right;">Date: _____</div>
Endorsement by: EMGS: Signature: _____ <div style="text-align: right;">Date: _____</div>
EMAS: Signature: _____ <div style="text-align: right;">Date: _____</div>
EMASF: Signature: _____ <div style="text-align: right;">Date: _____</div>