Safety and Airspace Regulation Group

UK Civil Aviation Authority

Operational safety competences, training, and proficiency checks

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Contents

Glossary

ACN	Aircraft classification numbers
ACR	Aircraft classification rating
ADP/AVP	Airside driving permit / airside vehicle permit
AFISO	Aerodrome flight information service officer
AGL	Aerodrome/aeronautical ground lighting
AIC	Aeronautical information circular
AIRAC	Aeronautical information regulation and control
AIS	Aeronautical information service
ANO	Air navigation order
ARC	Aerodrome reference code
ASDA	Accelerate stop distance available
ATC	Air traffic control
ATIS	Air traffic information service
ATM	Air traffic management
ATS	Air traffic services
CAT	Clear air turbulence
CGA	Cleared and graded area
CFME	Constant friction measuring equipment
CHIRP	Confidential human factors incident reporting programme
DME	Distance measuring equipment
DVOR	Doppler VHF omni-range
FOD	Foreign object damage/debris
GMC	Ground movement control
GNSS	Global navigation satellite system
GRF	Global reporting format
ICAO	International civil aviation organisation
IFR	Instrument flight rules
ILS	Instrument landing system
IRVR	Instrumented runway visual range
LARS	Lower airspace radar service
LCC	Local competency certification

LDA	Landing distance available
LVP	Low visibility procedures
MATS	Manual of air traffic services
MLS	Microwave landing system
MOR	Mandatory occurrence report
NASP	National aviation security programme
NDB	Non-directional beacon
NOTAM	Notices to Aviation
OFZ	Obstacle free zone
OPMET	Operational meteorological (information)
PANS Ops	Procedures for air navigation – operations
PCN	Pavement classification number
PCR	Pavement classification rating
PSZ	Public safety zone
RESA	Runway end safety area
RET	Rapid exit taxiway
RFF	Rescue and fire fighting
RFFS	Rescue and firefighting service
RTF	Radiotelephony
RVR	Runway visual range
SNI	Stand Number Indicator
SNOCLO	Snow closed
SNOTAM	Snow NOTAM
SRATCOH	Scheme for regulation of air traffic control officers' hours
SSR	Secondary surveillance radar
STARs	Standard arrival procedures
TODA	Take-off distance available
TORA	Take-off run available
VDF	Very high frequency direction finding
VFR	Visual flight rules
VHF/UHF	Very high frequency / ultra-high frequency

CAA Publications

CAP168	Licensing of Aerodromes
CAP232	Aerodrome Survey Information
CAP393	Air navigation: The Order and the Regulations
CAP413	Radiotelephony Manual
CAP493	Manual of Air Traffic Services
CAP637	Visual Aids Handbook
CAP642	Airside Safety Management
CAP670	Air Traffic Services Safety Requirements
CAP683	The Assessment of Runway Surface Friction Characteristics
CAP699	Standards for the Competence of RFFS Personnel Employed at UK Licensed Aerodromes
CAP738	Safeguarding of Aerodromes
CAP772	Wildlife Hazard Management at Aerodromes
CAP785 (B)	Implementation and Safeguarding of Instrument Flight Procedures (IFPs) in the UK
CAP790	Requirement for An Airside Driving Permit (ADP) Scheme
CAP795	Safety Management System Guidance For Organisations
CAP797	Flight Information Service Officer Manual
CAP1054	Aeronautical Information Management
CAP1096	Guidance to Crane Users on the Crane Notification Process and Obstacle Lighting and Marking
CAP1732	Aerodrome Survey Guidance

Explanatory note

The CAA has made many of the documents that it publishes available electronically. Where practical, the opportunity has been taken to incorporate a clearer revised appearance to the document.

This is a living document and will be revised at intervals to take account of changes in regulations, feedback from industry, and recognised best practice. Contact addresses, should you have any comments concerning the content of this document or wish to obtain subsequent amendments, are given on the inside cover of this publication.

Revisions in this edition

Edition 2	3 May 2002
Edition 3	22 November 2023
Edition 3.1	29 November 2024

Edition 3.1

- Update of legal references to UK Regulation (EU) No 139/2014
- Correction of a CAP number (CAP 797 replaced CAP 410)
- Addition of CAP785(B) and CAP1096 in Section 9 - Background knowledge
- Addition of CAP1054 in section 16 - Background knowledge
- Update to the NOTAM definition in the glossary

Edition 3

The subjects included in CAP have been amended from the in previous version.
Part B includes guidance material for training front line staff.

- Wildlife/ Bird Control
- Airfield inspections
- Routine friction measurement
- Works in Progress checks
- Accident/incident investigation
- Winter Ops
- Marshalling
- Apron control
- Apron management service
- Apron Safety
- Emergency Orders
- Airside driving

Furthermore, to support the assessment of competence, there are four examples of competency checks included in Annex A – bird / wildlife control, airfield inspections, lighting checks and marshalling.

Introduction

One of the responsibilities of being an aerodrome licence/certificate holder is to have trained and competent staff. Since CAP 700 was last updated there have been many changes in regulations, originating from ICAO and EASA (now UK BR).

CFME including consideration of training requirements.

ICAO PANS Aerodromes states;

“The activities conducted by an aerodrome operator require the competence and appropriate training of personnel in order to carry out their assigned tasks.”

Aerodrome operators shall be responsible for ensuring that their staff and all personnel involved in aerodrome operations at the aerodrome are competent for each task they are required to carry out.”

The UK Basic Regulation states the following;

“ADR.OR.D.015 Personnel requirements.

(f) The aerodrome operator shall ensure that personnel involved in the operation, maintenance and management of the aerodrome are adequately trained in accordance with the training programme.

ADR.OR.D.017 Training and proficiency check programmes

(a)The aerodrome operator shall establish and implement a training programme for personnel involved in the operation, maintenance, and management of the aerodrome.

(c) The aerodrome operator shall ensure that persons referred to ……. above have demonstrated their capabilities in the performance of their assigned duties through proficiency check at adequate intervals to ensure continued competence.”

Purpose

(a) The aim of this guidance document is to;

(1) Enable the aerodrome operator to assess the level of operational safety management competence existing within their respective organisations, including any areas that are contracted out, and to ensure that they have the necessary expertise, at the appropriate level, to formulate and implement systems to adequately manage safety.

(2) Provide guidance on training for front line staff carrying out 12 key airside tasks.

(3) Support the use of proficiency checks by including four examples.

(b) Not all of the tasks listed will be appropriate or necessary for all aerodromes.

(c) Not all of the areas of competence have to be vested in one person.

(d) The document will assist the aerodrome operator to;

(1) Be satisfied that persons within the management structure possess the relevant operational safety competence.

(2) Identify the post and person that have accountability for a specific task.

(3) Identify gaps that may exist in the areas of competence for their aerodrome.

Terminology

For ease of interpretation, several key terms used throughout this document are defined as follows:

Task

An area of work for which a defined competence is deemed necessary.

Background knowledge

The collective body of information, gained through experience and training, that people need to have if they are to perform their roles competently. This includes memorised relevant facts, regulations, theories, and principles, and knowing where to find such data when it is not necessary to commit them to memory.

Specified post

A post within an aerodrome management structure which has been identified as having accountability for the management of a specific, safety related task.

Named person

A person, identified by name, who currently holds a specified post.

Application

(a) The person at an aerodrome with overall responsibility for its safety management and/or an appropriately delegated person should identify which areas of competence and tasks are relevant to their aerodrome. To assist that person a check list format has been developed throughout the document.

(b) The tasks listed in the areas of competence, appropriate to a particular aerodrome, are those that should be vested in a particular 'specified post' and 'named person' occupying that post and annotated in the document against each relevant task. The 'named persons' should match the 'named persons' in the Aerodrome Manual where relevant and the 'Specified Posts' in licence schedules where they exist.

(c) It is assumed that the 'named person' for each task will have a comprehensive knowledge and understanding of the aerodrome management's policies and procedures.

Part A - Operational safety competences

Areas of competence

1 Aerodrome licensing and certification; legal framework

Tasks	Specified post(s)	Named person(s)
Ensure that aerodrome licensing or certification requirements as applicable are met, and that the aerodrome operates in accordance with licence conditions or certificate and statutory requirements as applicable.		
Ensure an understanding of the CAA's statutory duties in certification, licensing and inspecting aerodromes as applicable.		
Ensure an understanding by the aerodrome management of Public and Ordinary Use aerodrome licences and certification of aerodromes as applicable.		
Ensure an understanding by the aerodrome management of the legal requirement for and status of the Aerodrome Manual.		
Ensure that the aerodrome operator implements, communicates, and amends information and instructions concerned with ensuring the safe operation of aircraft in accordance with statutory and aerodrome management requirements.		
Ensure that the aerodrome operator takes all reasonable steps to ensure that the aerodrome and its airspace are safe at all times for use by aircraft.		

Background knowledge

- Aeronautical information publication https://nats-uk.ead-it.com/cms-nats/opencms/en/home/
- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 1732 –Aerodrome Survey Guidance
- CAP 393 – Air navigation: the order and the regulations
- CAP 797 – Flight Information Service Officer Manual
- CAP 493 – Manual of Air Traffic Services
- CAP 642 – Airside Safety Management
- CAP 772 – Wildlife Hazard Management at aerodromes
- Civil Aviation Act 1982
- Dangerous Goods Regulations (as they apply to aerodromes)

- Notice to Aviation (NOTAM)
- The ICAO Convention and Annex 14 to the Convention

2 Aerodrome physical characteristics

Tasks	Specified post(s)	Named person(s)
Determine aerodrome reference codes for taxiways and runways.		
Ensure that the paved areas, runway strips, clear and graded areas meet licensing or certification requirements as applicable.		
Ensure that aerodrome is clear of obstructions, debris, and spoil.		
Determine and instigate repair programmes process for aerodrome pavements and surfaces.		
Ensure that the design and layout of the apron and manoeuvring area is adequate for the safety of intended operations.		
Ensure that there is adequate provision for aerodrome drainage, particularly of the runway and strip.		
Ensure that appropriate separation distances are provided between runways, taxiways, and aprons.		
Calculate appropriate runway declared distances for normal and obstacle restricted operations.		
Ensure variations of licensing requirements are kept under review and removed where practicable, and as part of significant changes to aerodrome infrastructure, traffic levels or aircraft types. In the case of certification aerodromes ensure Deviation Acceptance and Action Document (DAAD) and Special Conditions (SC) are kept under review and removed where practicable, and as part of significant changes to aerodrome infrastructure, traffic levels or aircraft types.		

Background knowledge

- https://nats-uk.ead-it.com/cms-nats/opencms/en/home/ – Aeronautical information publication
- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 637 – Visual Aids Handbook
- CAP 683 – Procedures for Runway Friction Classification And Monitoring
- ICAO Convention and Documents Covering Standards and Recommended Practices and Aerodrome Design and Operation.

The relationship between Aerodrome Reference Code (ARC) and aerodrome physical characteristics

- Aeroplane Reference Field Length
- Application of aerodrome reference code both generally and to runways and taxiways at own aerodrome
- Implications of balanced field lengths
- Purpose of code
- Significance of restrictions with respect to larger aircraft
- Variations due to altitude and mean temperature

The requirement for provide suitable, well laid out taxiways and holding bays

- Basis of width calculation, taxiway width and code of own aerodrome taxiways
- Bearing strength
- Cleared and Graded Area (CGA)
- Dangers of ingestion of mown grass and other debris
- Function of Rapid Access Taxiways (RAT) and Rapid Exit Taxiways (RET)
- Marking and lighting
- Need for holding areas and other bypass areas and relationship with Obstacle Free Zone (OFZ) and Instrument Landing System (ILS) sensitive areas
- Problems relating to junctions and intersections
- The requirement to provide suitable, well laid out taxiways and holding bays

The effect of runway length, width, slope, conditions, and obstructions

- ICAO Standards and Recommended Practices
- Relationship between runway and stopway in terms of friction characteristics
- Significance of longitudinal and transverse slope
- Significance of runway length, and of starter extensions and stopway
- Significance of the difference between instrument and visual runways

The effect of runway strip and RESA on aeroplane operations

- Bearing strength
- Need for delethalisation
- Need for Runway End Safety Area (RESA) where appropriate
- Permitted obstacles
- Purpose of CGA and relationship with strip

- Purpose of runway strip and RESA
- Runway codes
- Significance of CGA with respect to the location of Runway Holding Positions

The function of clearway in respect of aeroplane operations

- Categories of aeroplane that can benefit from clearway
- Maximum clearway that can be declared
- Methods of measurement
- The availability of land on/off the aerodrome within the control of aerodrome management
- Type and height of permitted obstacles
- Types of clearway

The effect of aerodrome surface conditions on the operation of aircraft

- Effect on friction/braking action
- Effects of frost on surface cracks
- Effects of fuel and oil spills on bitumen and methods of alleviation
- Effects of surface spalling
- Foreign Object Damage/Debris (FOD) including loose stones and debris
- Implications of potential contamination including from rubber and fuel
- Methods of surface de-icing and snow removal
- Significance of surface irregularities
- Snowbank profiles
- Types of surface contamination, their assessment and reporting

The measurement of runway friction for routine monitoring

- Friction trend analysis
- The operation and function of friction measuring devices (CFME)

Monitoring of movement area pavement conditions

- Aircraft Classification Number (ACN/PCN) & ACR/PCR method of pavement classification
- Local reporting procedure
- Local rules governing overload operations
- Pavement Classification Number (PCN) and PCR reporting format

Calculation of Runway Declared Distances for normal and obstacle restricted operations

- Declared distances of own aerodrome and how they are calculated
- Definitions of Take-off Run Available (TORA), Take-off Distance Available (TODA), Accelerate Stop Distance Available (ASDA), and Landing Distance Available (LDA)
- Limitations imposed by Strip Width, Strip End, RESA, and aerodrome boundary
- Limiting factors affecting own aerodrome declared distances

3 Airside safety management and flight safety

Tasks	Specified post(s)	Named person(s)
Develop a safety management system for the control of airside safety risks, including those in relation to staff and passengers.		
Establish systems for the carrying out of safety auditing and operational inspections.		
Analyse feedback from auditing and inspections.		
Use feedback from auditing and inspections to make appropriate changes to airside safety management procedures and their implementation.		
Ensure airside planning is in compliance with aerodrome safety policy.		
Manage the interaction of aircraft servicing operations and other activities.		
Plan and implement the training of internal and external staff working airside.		
Establish systems to assess the safety performance of organisations working airside.		
Establish an aerodrome process for the reporting and follow-up of accidents and incidents on the aerodrome and in its local airspace, including closure action.		
Ensure Mandatory Occurrence Reports are filed with CAA.		
Maintain an overview of MOR reports and analyse the data for trends.		
Establish and maintain an Airside Safety Committee.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 393 – Air navigation: The Order and the Regulations
- CAP 642 – Airside Safety Management
- CAP 772 – Wildlife Hazard Management at Aerodromes
- Air Traffic Control Operations and Procedures
- Auditing and inspection systems which provide feedback information
- Confidential Human Factors Incident Reporting Programme (CHIRP)
- General management systems, procedures, and techniques

- Health and safety legislation and guidelines relating to people and vehicular activity in the workplace
- Low Visibility Procedures (LVPs)
- Mandatory Occurrence Reporting (MOR) procedures and requirements
- Organisational systems for accident/incident reporting and investigation
- Organisational systems for communicating airside safety rules, regulations and information
- Organisational systems for the use of safety performance standards, their monitoring and reporting
- Development of a snow plan and other contingency plans
- Provision and role of an Airside Safety Committee
- Specific safety management systems, including risk assessment and safety cases

4 Risk assessment

Tasks	Specified post(s)	Named person(s)
Establish and implement a process for carrying out risk assessments as part of the safety management system.		
Identify hazards.		
Evaluate risks.		
Select and implement appropriate risk control measures, including the elimination of intolerable risks.		
Review assessment of hazard and the effectiveness of risk control methods.		
Plan and implement the training and development of internal and external staff involved in risk assessments.		

Background knowledge

- Appreciation of differing types of risk assessment and their appropriate use
- CAP 795 – Safety Management Systems Guidance for Organisations
- Knowledge of the UK legislation pertaining to risk assessment (The Management of Health and Safety at Work Regulations 1992; Noise at Work Regulations 1989; The Workplace (Health Safety and Welfare) Regulations 1992, etc.)
- Knowledge of airside operations and potential hazards
- Organisation for co-ordination of airside activities
- Organisational systems for communication and control of airside activities
- The principles of risk evaluation
- Understanding of the definitions of hazard and risk
- Understanding of risk mitigation measures

5 Safety management and human factors

Tasks	Specified post(s)	Named person(s)
Develop, implement, and review an integrated safety management system for the aerodrome, taking account of the difference between risks to people and risks to aircraft.		
Integrate safety, project and resource management into strategic decision making.		
Define the work of teams and individuals to achieve objectives whilst recognising safety.		
Develop productive working relationships.		
Understand the impact of human factors when establishing safety systems and procedures.		
Ensure a clear safety policy is published.		
Put in place a safety culture that encourages open reporting across all airside staff.		
Design systems and procedures taking full account of human factors, to encourage a positive safety culture at all working levels.		

Background knowledge

- CAP 642 – Airside Safety Management
- CAP 795 – Safety Management Systems Guidance for Organisations
- Health and Safety at Work Regulations
- Principles of human and organisational factors
- Principles of safety management

6 Runway Safety

Tasks	Specified post(s)	Named person(s)
Establish and chair a Local Runway Safety Team (LRST).		
Undertake runway safety awareness campaigns.		
Identify if any runway incursion hotspots are present.		
Review airfield signage, lighting, and markings to minimise runway incursions.		
Review the Aerodrome Operator recommendations in GAPPRI and GAPPRE.		
Maintain runway friction to reduce the likelihood of runway excursions.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- GAPPRI – Global Action Plan for the Prevention of Runway Incursions
- GAPPRE – Global Action Plan for the Prevention of Runway Excursions

7 Airfield work in progress

Tasks	Specified post(s)	Named person(s)
Undertake risk assessments to ensure safe operations.		
Monitor and maintain aerodrome status systems and equipment.		
Promulgate and record information about aerodrome status and condition.		
Inspect and monitor work in progress.		
Ensure that adequate systems, procedures, and resources are in place for the planning, co-ordination, control, and oversight of work in progress.		
Ensure that contingency plans are drawn up to manage breakdowns in operating systems.		
Revise declared runway distances and other aerodrome operational limitations as appropriate.		
Ensure that airside safety briefings are provided for external contractors and work areas are controlled to maintain safe operations.		

Background knowledge

- Adverse weather, day, and night operations
- Air Traffic Control operations and practices
- Aircraft performance – landing and take-off
- Aerodrome cleaning and sweeping programme
- Aerodrome power supply and standby systems
- Aerodrome systems and procedures – aerodrome signs, markings, and lighting systems
- Assessment of temporary obstacles
- Bird / wildlife control procedures
- Environmental procedures, including methods of controlling aircraft and work noise
- Implications of work permits, contractors' briefings, NOTAMs, Air Traffic Information Service (ATIS), operational safety notices, organisational safety policy
- Inspection, recording, reporting and other documentation systems
- Legislation related to standard safety and working practices
- Low Visibility Procedures (LVPs)
- Navigation and landing systems

- Procedures for temporary marking and lighting of work areas
- Systems of inspection and audit
- Regulatory and organisational standards and objectives
- Standard aircraft and ATC procedures and operations
- Standard engineering practices and procedures, work methods and temporary repair options
- Temporary methods of signing, marking, and lighting
- Work access and provision of Rescue and Fire Fighting Service (RFFS) cover

8 Airfield Inspections

Tasks	Specified post(s)	Named person(s)
Ensure that the airfield is regularly inspected in accordance with certificated or licensed requirements as appropriate.		
Ensure the results of all inspections are recorded and relevant information passed to ATC.		
Ensure procedures are in place for runway inspections, lighting inspections etc. involving RT call signs and clear communication procedures with ATC.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- GAPPRI – Global Action Plan for the Prevention of Runway Incursions
- GAPPRE – Global Action Plan for the Prevention of Runway Excursions

9 Aerodrome safeguarding

Tasks	Specified post(s)	Named person(s)
Ensure that developments both on and off the aerodrome meet appropriate aerodrome licensing or certification requirements as appropriate, planning, and other legislation, in particular where the safety of operations may be affected.		
Establish and maintain contact on safeguarding issues with the local planning authorities.		
Assess proposed development against safeguarding criteria. This should include aerodrome licensing and certification requirements as appropriate, Public Safety Zones policy, the safeguarding of aids to navigation, lines of sight from the Visual Control Room to aerodrome operational areas and consideration of bird /wildlife attractants.		
Monitor immediate airport environments for safeguarding purposes, including temporary obstacles and bird / wildlife attractants.		
When appropriate, carry out risk assessments to underpin safeguarding plans.		
Monitor and review safeguarding policy and practice and amend if appropriate.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 738 – Safeguarding of Aerodrome
- CAP 785(B) Implementation and Safeguarding of instrument flight procedures (IFPs) in the UK
- CAP 670 Air Traffic Services Safety Requirements
- CAP 772 Wildlife Hazard Management at Aerodromes
- CAP1096 Guidance to Crane Users on the Crane Notification Process and Obstacle Lighting and Marking
- The Town and country planning safeguarded aerodromes technical sites and military explosives storage areas direction 2002
- DfT Policy Paper - Control of development in airport public safety zones 2021
- ICAO Convention and documents covering standards and recommended practices and aerodrome design and operation
- Planning law, including circulars and associated documents
- Principles and methods of risk assessment
- Safety management systems for on-aerodrome developments
- Topographical, aviation and planning maps and charts

10 Airside vehicle operations

Tasks	Specified post(s)	Named person(s)
Establish and monitor systems for the issue of Airside Driving Permits and Airside Vehicle Permits.		
Ensure that procedures for auditing driver training and vehicle maintenance programmes are to established standards.		
Ensure that airside vehicle accidents and incidents are recorded, investigated, and closed by appropriate action, and ensure a system is established for the reporting of vehicle faults, documented according to laid down procedures.		
Ensure that vehicles are operated in accordance with standard operating procedures and with regard to other airside users, traffic rules, signs, and markings.		
Ensure that audits are undertaken to ensure compliance with procedures and practices which contribute to the safety of airside traffic and apron operations.		
Ensure that the Airside Safety Committee considers and reviews all the above requirements.		

Background knowledge

- CAP 393 – Air navigation: The Order and the Regulations
- UK Regulation (EU) No 139/2014
- CAP 642 – Airside Safety Management
- CAP 790 – Requirement for an Airside Driving Permit (ADP) Scheme
- Accident reporting and investigation procedures
- Adverse weather operations, LVPs and their effect on airside driving
- Aircraft hazards, blast, ingestion, propellers etc.
- Airport Bylaws
- Airport layout, road systems, aprons
- Airside safety audits and inspections
- Airside security requirements
- Airside Driving Permit (ADP) and Airside Vehicle Permit (AVP) Systems
- Appreciation of aerodrome and operating companies' driver training programmes for general and specialist vehicles
- Appreciation of operating companies' vehicle maintenance programmes

- Communication of airside safety rules, regulations and information including Airside Safety Committee
- Defect reporting systems
- General driving rules on roads, aprons, taxiways, and runways
- Interaction of aircraft servicing operations and related vehicles, procedures, hazards, accidents, and incidents
- Organisational and regulatory standards for driver training
- Procedures for reporting spillages and removing Foreign Object Debris
- Rules of the Air relevant to ground movement
- Standards for vehicle maintenance and operation
- Systems for road signs, markings, and lights
- Systems for traffic control, speed limits and parking
- GAPPRI – Global Action Plan for the Prevention of Runway Incursions
- GAPPRE – Global Action Plan for the Prevention of Runway Excursions

11 Runway surface friction

Tasks	Specified post(s)	Named person(s)
Ensure that runway surface friction measurement conforms to CAP 683.		
Ensure that essential equipment for runway friction measurement and reporting is provided.		
Make adequate provision for the storage, calibration and care of runway surface friction measurement and reporting equipment.		
Monitor runway surface friction measurement and reporting to ensure equipment is used according to established procedures.		
Ensure that staff are trained in the use of runway surface friction measurement and analysing and reporting results.		
Establish a system for the recording and retrieval of runway surface friction data.		
Ensure that there are procedures for the analysis and interpretation of data collected by runway surface friction measurement.		
Take account of the effect of work-in-progress on runway surface friction and ensure that the necessary procedures and promulgation action is taken.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 683 – The Assessment of Runway Surface Friction Characteristics
- Aircraft operating limitations
- Aerodrome snow plan
- Airport Services Manual Part 2 – pavement surface conditions (ICAO)
- Definitions of surface contaminants
- Friction calibration tests
- Friction classification
- Health and Safety procedures for operators
- Interpretation of test results
- Manual of Air Traffic Services (MATS) Parts I and II
- Operating instructions for runway surface friction measuring equipment

- Procedures relating to night and low visibility operations
- Procedures relating to periodic friction monitoring
- Runway surface construction and friction characteristics
- NOTAM procedures
- Standards and Recommended Practices, ICAO Annex 14
- The effect of painted surface on friction

12 Contaminated runway reporting and prevention

Tasks	Specified post(s)	Named person(s)
Understand the effects of ice, snow and other contamination on: aircraft operations; runway and pavements, and devise and implement an appropriate snow plan.		
Ensure that essential equipment for snow and ice clearance is available.		
Make adequate provision for the storage, calibration and care of snow and ice clearance equipment.		
Provide procedures to monitor current and forecast weather; snow, ice and water contamination and its clearance and/or dispersal.		
Train staff in how to assess runway contamination and create GRF reports.		
Establish procedures for the assessment of runway contamination.		
Ensure that GRF reports are created, recorded, and passed to ATC when the runway is wet or contaminated.		
Devise local procedures to promulgate GRF via ATC (RTF, ATIS and SNOWTAM).		
Promulgate information on the surface state of the airfield, clearance operations and runway, taxiway, and apron availability.		
Establish a snow warning and clearance plan with air traffic services, engineering, and operations staff.		
Plan and implement the training of staff involved in snow and ice clearance..		
Maintain a data collection of contaminated runway reports.		
Analyse and interpret data collected by snow measuring and recording procedures, revise snow plan as required.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 2173 - Assessment, Measurement and Reporting of Runway Surface Conditions for Certificated Aerodromes
- CAP 2174 - Assessment, Measurement and Reporting of Runway Surface Conditions for Licensed Aerodromes
- CAP 2179 - Global Reporting Format: Guidance to Aerodrome Operators on how to respond to changing conditions
- Aerodrome snow plan

- Definitions of surface contaminants
- Evaluation of extent and type of runway contamination
- Interpretation of meteorological data
- MATS Parts I and II
- Methods relating to use of ice alert equipment and interpretation of data
- Methods relating to use of meteorological equipment such as ceilometer, temperature and pressure equipment
- National snow plan
- Obtaining information on weather conditions and trends
- Procedures relating to night and low visibility operations
- Runway and lighting markers
- Runway surface construction and friction characteristics
- Significant changes in runway conditions
- SNOTAM procedures
- Snow and ice clearance using chemical methods
- Snow and ice clearance using mechanical methods
- The effect of painted surfaces on friction
- Types of surface deposits
- Use of sand and grit on pavements
- Use of snow clearance equipment and operating techniques

13 Wildlife Hazard Management

Tasks	Specified post(s)	Named person(s)
Establish a wildlife hazard management plan, including habitat management, and assess relevant areas for bird strike hazards using all available information sources.		
Communicate information about bird strike hazards to all relevant parties.		
Initiate and review appropriate bird dispersal action according to local circumstances and aerodrome characteristics.		
Undertake a risk assessment by bird species based on 5 years bird strike data.		
Keep appropriate records in relation to bird hazard, bird strikes and bird dispersal.		
Ensure that training and development for internal and external staff is given in the use of bird control measures.		

Background knowledge

- CAP 772 – Wildlife Hazard Management at Aerodromes
- Dft Guidance Wild birds: protection and licences
- Bird activity and behaviour
- Bird identification
- Effects of bird strikes
- Major bird attractants and habitat management techniques, involving:
- Principles and methods of maintaining environments unattractive to birds, including long grass technique and agriculture practices
- Principles and methods relating to the safe use of equipment, dispersal techniques, including distress calls, shell crackers and visual scarers
- Principles and methods relating to the safe use of equipment to disperse birds, including distress call equipment, firearms and pyrotechnics
- Policies of Home Office and local constabularies concerning the grant and exercise of firearms licences
- Reporting, collation, recording and analysis of bird strike and other data on bird activity

14 Integration of mixed aircraft operation

Tasks	Specified post(s)	Named person(s)
Formulate appropriate procedures including the separation of traffic for different operating situations.		
Ensure designated operating area and equipment comply with appropriate legislation and regulations.		
Promulgate information for the resolution of conflicts between different activities, including the integration of activities, priorities and/or restrictions.		
Establish emergency procedures for mixed operations.		
Plan and instigate the training and development of internal and external staff involved in integrating mixed operations.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 393 – Air navigation: the order and the regulations
- Aeronautical Information Circulars (AIC)
- Aircraft priority status and rules of the air
- Aviation fuel specifications
- General knowledge of aircraft performance/limitations
- Integration with environment requirements
- LVPs
- Marshalling procedures
- MATS Parts I & II
- Regulations relating to exhibitions of flying and flying displays
- Requirements of and hazards related to all aerial activities, including;
- fixed wing; rotary wing; glider flying; banner towing; parachute dropping; flying training; balloon and kite flights; microlights, fireworks, pyrotechnic and light displays; airship operations; special flight activities including calibration of navigational aids and aerial photography; military training requirements; special tasks and non-deviating flights; Royal, Diplomatic/VIP flights; aircraft formation flying.
- RFFS requirements

- Rules for Air Displays, airspace utilisation, and unusual aircraft activity
- Safety in the vicinity of propellers
- Specific airfield markings
- VFR/IFR Flight Plans
- VFR/IFR Minima
- Wake turbulence

15 Radio, navigation, and approach aids

Tasks	Specified post(s)	Named person(s)
Provide the most suitable radio, navigation/approach aid for the operational requirement and environment.		
Ensure that radio, navigation/approach aids are sited for maximum effectiveness and in accordance with recommended and mandatory requirements.		
Where appropriate, ensure that ground radio services are established.		
Monitor the status, operation and usage of radio and navigation/approach aids and facilities.		
Ensure that radio, navigation/approach aids are provided and approved where appropriate and facilities are adequately maintained.		
Ensure the use of communication protocols and procedures is in accordance with regulations.		
Ensure that any visual approach aids are installed, commissioned, and maintained to licensing and certification requirements as appropriate.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 413 – Radiotelephony Manual
- CAP 670 – Air Traffic Services Safety Requirements
- Aerodrome operating minima
- Aircraft equipment – basic principles of relevant systems
- Characteristics and accuracy tolerances of navigational aids
- Different types and uses of aids: NDB/VOR/DME/ILS, MLS/VDF/GNSS
- Effect of terrain and buildings on positioning of aids
- Flight checking requirements
- Frequency bands and allocation procedures
- ICAO Convention, and Annex 10 to the Convention
- ICAO Doc 8168
- ICAO Procedures for Air Navigation – Operations (PANS OPS) procedures, obstacle identification surfaces and obstacle clearances

- ILS Categories I, II and III and their operational aspects
- ILS critical/sensitive areas
- Integration with visual navigation aids and aerodrome lighting
- MATS Parts 1 and 2
- Phraseology/International Standard Phonetic Alphabet
- Precision and non-precision approaches
- Local Instrument Flight Procedures
- Protected Areas

16 Aeronautical information systems

Tasks	Specified post(s)	Named person(s)
Make available up-to-date information on facilities, equipment status, procedures, obstacles, and other information that is considered relevant to flight safety.		
Organise and promulgate information using appropriate information systems.		
Promulgate information to relevant parties in an appropriate format for the safety and expedition of air navigation.		
Aeronautical data quality		

Background knowledge

- Aeronautical Information Service (AIS), NOTAMs, UK other AICs, Aeronautical Information Regulation and Control (AIRAC) cycles and https://nats-uk.ead-it.com/cms-nats/opencms/en/Publications/AIP/
- CAP 1054 Aeronautical Information Management
- ATC equipment and terminology
- Data delivery systems
- Maps and charts
- Understanding of Aeronautical Data Quality

17 Low visibility and night operations

Tasks	Specified post(s)	Named person(s)
Ensure that aerodrome/aeronautical ground lighting (AGL) and other essential equipment for night operations and low visibility procedures (LVPs) is provided and located in relation to the aerodrome layout and in accordance with regulations.		
Ensure that aerodrome procedures for LVPs are developed in conjunction with the Air Traffic Control, Aerodrome Standards Department of CAA, and other relevant parties.		
Ensure that LVPs on the aerodrome are monitored to ensure the integrity of procedures.		
Promulgate instructions and guidance relating to aerodrome procedures for LVPs.		
Plan and instigate the training of internal and external staff involved in LVPs.		

Background knowledge

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- Aerodrome layout in relation to the location of essential equipment for LVPs
- Aerodrome operating minima in relation to CAT II/III weather conditions
- Aerodrome safeguarding procedures for LVPs including the runway and instrument landing systems
- Aerodrome snow plan
- ICAO Doc 9365 – Manual of All Weather Operations
- ICAO Doc 9476 – Manual of Surface Movements Guidance and Control
- Night Operations
- Relationship of holding areas to OFZs and ILS sensitive areas
- Significance of the setting up and monitoring of visual navigation approach aids
- The equipment and operation of RVR/IRVR systems
- The operation and use of aerodrome and approach lighting systems
- The operation and use of aerodrome landing and navigation systems
- Vehicle and airside operations in LVPs
- Weather trends in relation to LVPs

18 Fire and rescue operations

Tasks	Specified post(s)	Named person(s)
Ensure emergency fire and rescue facilities are compatible with sizes, types, and frequency of aircraft in accordance with company and legislative requirements.		
Ensure that rescue and firefighting policies, procedures and training fulfil the aims of the aerodrome and meet legislative requirements.		
Review policy and procedures as appropriate taking into account legislative changes, accident/incident data and changes to aerodrome layout, buildings, and facilities.		
Plan and implement the co-ordination between internal staff and external personnel involved in firefighting and emergency operations.		
Assess the feasibility of continuing aerodrome operations in an emergency situation.		
Establish an aerodrome process for the reporting and follow-up of accidents, incidents, and emergencies on the aerodrome.		

Background knowledge

Categorisation of rescue and firefighting services (RFFS)

- https://nats-uk.ead-it.com/cms-nats/opencms/en/Publications/AIP
- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- CAP 699 – Standards for the Competence of RFFS Personnel Employed at UK Licensed Aerodromes
- Remission factors
- Anticipated periods of reduced activity
- ICAO ASM Part 1 Doc 9137
- FRS National Operational Guidance www.ukfrs.com
- Regulation UK (EC) 139/2014

Training

- Certification of personnel
- Fire and rescue training practices
- Medical/first aid training
- Relevant health and safety legislation

- The impact of dangerous goods regulations

Policies and procedures for maintaining the adequacy of:

- Additional water supplies
- Storage and management of extinguishing agents
- Storage and management of rescue equipment
- Management and maintenance of vehicles
- Communication facilities and procedures
- Difficult terrain/environments
- Emergency access roads
- Equipment performance and functionality
- Equipment testing
- Handling dangerous cargo
- Hazards arising from aircraft construction
- LVPs
- Medical services
- Medical standards
- Response times
- Staffing levels, rosters, etc.
- Fire fighter fitness standards

19 Aviation fuel safety

Tasks	Specified post(s)	Named person(s)
Ensure that there is a system to verify that fuelling areas and zones are maintained so as to reduce hazards to aircraft, staff, and vehicles.		
Monitor operations involving receipt and storage of fuel, and the fuelling of aircraft, to ensure that they take place according to regulations and procedures.		
Maintain records of all fuel operations, including receipt and use of fuel and quality tests.		
Ensure that an adequate system exists for the sampling, testing, and recording of fuel quality.		
Ensure that organisations involved in storing and dispensing of fuel to aircraft have procedures to ensure that aircraft are provided with uncontaminated fuel and of the correct specification.		
Ensure organisations involved in the storing and dispensing of fuels to aircraft have robust misfuelling prevention procedures in place.		
Ensure that an adequate system exists for the inspection of facilities used to transport, store, and dispense fuel to ensure it is maintained to appropriate standards.		
Deal with fuel spillage incidents and report to the Environment Agency if appropriate.		
Ensure that appropriate account is taken of fire hazard during all fuel related operations.		
Ensure that training and development of internal and external staff is given in the use of aircraft fuelling, fuel storage and quality control.		

Background knowledge

- Apron standards and fuel terminal layouts
- Avgas/JET A1 recertification
- Bonding and earthing requirements
- Design requirements for depot facilities
- Documentation and retention period
- Environmental considerations and safeguarding
- Equipment required for fuelling operations

- Hazards from adjacent aircraft operations
- Helicopter fuelling
- Hydrant systems, low point drains, hydrant pits, shut down systems
- Institute of Petroleum Code of Practice
- Methods of dealing with a fuel spillage
- Methods of quality control after discharge, settling, testing
- Methods of sampling and testing fuel
- Need for clear exit paths for fuel vehicles
- Precautions to be taken against fire risk
- Procedures for product release for delivery into operating storage or into aircraft fuelling equipment
- Receipt procedure
- Refuelling procedures, including those to be taken when passengers remain on board
- Storage conditions and testing requirements to keep equipment in good working order
- Storage procedures
- Vehicle and hydrant operation

20 Aviation emergency procedures

Tasks	Specified post(s)	Named person(s)
Ensure emergency systems, procedures and practices meet organisational safety management, and regulatory requirements including those covering an airborne emergency that involves the aerodrome.		
Ensure that the aerodrome emergency plan (AEP) is commensurate with the type and level of aircraft operations at the aerodrome.		
Promulgate systems, procedures, and practices to all personnel as necessary.		
Plan and undertake emergency and contingency planning exercises periodically in accordance with regulatory and organisational safety management and regulatory requirements.		
Ensure that personnel are trained and exercised in the execution of the emergency plan according to their intended role and level of responsibility.		

Background knowledge

Systems, procedures, and practices

- CAP 168 – Licensing of Aerodromes
- UK Regulation (EU) No 139/2014
- Airport Emergency Plan, contingency planning, and business recovery system
- Emergency classifications – Aircraft Accident, Full Emergency, Local Standby, etc
- Emergency phases – Uncertainty, Alert, Distress
- Regulatory requirements for airport emergency exercises
- Responsibilities, procedures, and responses of Police, Fire and Rescue, Medical and Ambulance services, and Local/National Government
- Security Threat Categories

Part B - Training and Proficiency Checks

Purpose

The purpose of this part B of CAP 700 is to provide guidance material concerning training and proficiency checks for airport operators' front-line staff carrying out the following tasks;

- Wildlife Control
- Airfield inspections
- Routine friction measurement
- Works in Progress checks
- Accident/incident investigation
- Winter Ops
- Marshalling
- Apron control
- Apron management service
- Apron Safety
- Emergency Orders
- Airside driving

Having identified the key tasks undertaken by airports operations teams, the list below identifies the important aspects that would be included in training staff to undertake them. These cannot be specifically written for each airport and so are generic in nature.

These could also form the basis of locally produced competency checks.

For each task there is a list of what to include in the initial training.

1 Wildlife control

Training content
General understanding of the wildlife hazards can cause to aircraft.
Understanding of the variety of bird dispersal techniques available for use.
Be able to identify local hazardous bird species and apply standard dispersal techniques correctly.
Knowledge of local bird attractants including agricultural activity nearby.
Be able to initiate bird dispersal action safely.
Be able to operate all bird dispersal equipment provided.
Be able to contact ATC if required using RTF.
Be able to complete a bird log recording all the required details.
Understanding of the requirements for aerodrome habitat management.
Identify areas on the airfield where landscape management techniques are required.
Be licensed, trained, and able to operate firearms/shotgun in accordance with local requirements (not necessarily every team member).
Be able to drive on all areas of the airfield.

2 Airfield inspections

Training content
General understanding of the aerodrome licensing and certification requirements as applicable for inspections. Procedures for fault reporting and rectification.
Carry out various inspections according to a pre-planned programme and as required. Report and accurately record faults and deficiencies on runways, taxiways, aprons, and various aerodrome lighting systems.
Appropriate level of inspection, accurate fault reporting, how to close off and communicate closures if necessary.
Knowledge of surface dimensions, condition, signage, markings, and lights.
Check of drainage, FOD, no obstructions, wind sleeves, obstruction lights, grass condition.
Equipment on the apron parked, SNI, floodlighting, emergency stop, SEG functional, stand telephone.
Able to identify different contaminant types and undertake GRF contaminated runway assessments and report the results as per local procedures.
Able to check for obstacles & cranes appropriately lit.
Able to drive on all areas of the airfield.
Be able to contact ATC if required using RTF.

3 Routine friction measurement

Training content
Basic understanding of the reasons for variations in runway surface friction over the lifetime of a runway.
Methods and requirements for regular runway friction testing for maintenance purposes. Restrictions on use of equipment during certain winter operations.
Knowledge of correct set up and operating procedure of specific friction measurement device.
Carry out periodic runway surface friction tests using appropriate equipment, coordinating access to the runway with ATC, and record the results in line with CAP 683.

4 Works in progress

Training content
Knowledge of how works in progress and temporary deficiencies may affect safety and capacity.
Inspect and establish temporary airside works areas in compliance with local procedures with appropriate coordination & communication, considering lighting, signage, fencing, markings, and changes to existing infrastructure.
Report any deficiencies found.
Inspect for FOD, bird / wildlife attractant and obstructions.
Ensure Airfield Works Instructions are adhered to, and that Works Permits have been issued and any conditions followed.
Understand and implement any restrictions associated with Low Visibility Procedures.
Be able to deliver safety briefings to contractors.
Record all inspections and briefings.
Be able to contact ATC if required using RTF.

5 Accident / incident investigation

Training content
Display basic understanding of the legal and local airport requirements for accident reporting and investigation.
Be able to complete accurately accident report forms following various kinds of airside accident and incident.
Be able to assess the information required at the scene and obtain and record relevant statements, scene details, photographs etc.
Be able to deal appropriately with other airport staff at the scene.
Be able to summon further support, including the emergency services, if required.

6 Winter Ops

Training content
Knowledge of airport snow plan and winter procedures.
Awareness of the effect of snow and ice on aircraft and airport operations.
Understanding your role in the snow plan.
Trained and competent to operate snow equipment as required.
Promulgate information on the surface state and serviceability of runways, taxiways, and aprons.
Able to communicate relevant information within the teams.
Able to identify different contaminant types and undertake GRF contaminated runway assessments and report the results as per local procedures.

7 Marshalling

Training content
Trained and competent in giving standard marshalling signals and techniques.
Knowledge of aircraft sizes and dimensions of aircraft parking areas.
Awareness of jet blast, engine ingestion and apron safety requirements.
Knowledge of downwash and signals for helicopters.
Knowledge of how to provide a follow-me service to aircraft.

8 Apron Control

Training content
Knowledge of aircraft dimensions, stand sizes and apron parking requirements.
Knowledge of airport systems for communicating stand allocation decisions.
Able to liaise with airlines / handling agents concerning stand allocation.
Able to plan ahead or use stand planning tools.
Able to deal with planned and unplanned stand closures and coordinate as necessary.

9 Apron Management Service

Training content
Knowledge of aircraft dimensions, stand sizes and apron parking requirements.
Knowledge of airport systems for communicating stand allocation decisions.
Able to liaise with airlines / handling agents concerning stand allocation.
Able to plan ahead or use stand planning tools.
Able to deal with planned and unplanned stand closures and coordinate as necessary.
Able to communicate and coordinate with the aerodrome operator and ATS.
Able to marshal aircraft and deliver a vehicle based follow me service.
Able to coordinate and plan aircraft start up sequences and taxi clearances within the apron area.
Understand their role in an emergency.

10 Apron Safety

Training content
Able to inspect and monitor hazards to passengers on the apron.
Knowledge of safe vehicle routes and staff walking routes.
Knowledge of GSE parking requirements – FEGP, GPU, fuel hoses stowed correctly.
Knowledge of vehicle operating rules.
Knowledge of PPE requirements – hi-vis, hearing protection etc.
Knowledge of precautions to take for adverse weather – strong winds, low visibility, thunderstorms.
Knowledge of operation of VDGS, fuel cut off and emergency stop systems.
Awareness of FOD hazard and prevention and reactive steps.
Ability to monitor aircraft parking and airbridge operation.
Knowledge of APU, GPU and FEGP operating rules.
Knowledge of engine ground run requirements and permissions.
Knowledge of how to report faults and prioritise appropriately.
Knowledge of operator’s aircraft turn-round plans.
Understand the how to file a safety report as required by the operators SMS).

Training content
Understand how to complete and submit a Mandatory Occurrence Report (MOR).

11 Emergency Orders

Training content
Knowledge of the local Emergency Orders and different category of responses.
Knowledge and Understanding of the roles and responsibilities of responding emergency services.
Understanding of the roles of different airport stakeholders, including AAIB.
Understand your own role in the Orders.
Have a knowledge of all the on-airport facilities (reception centres, rendezvous points etc.).
Be able to escort emergency services to the scene, communicating with ATC as required.
Be able to manage the RVP as required.
Be able to support aircraft recovery activities and business continuity.

12 Airside driving

Training content
Be able to obtain a local A, M or R Airside Driving Permit in accordance with CAP790.
Ensure the vehicle is operated in accordance with standard operating procedures.
Be able to carry out a Daily Inspection of the vehicle.
Knowledge of how to report faults and how to respond if a fault occurs whilst driving on the airfield.
Knowledge of local low visibility procedures.
Knowledge of jet blast and ingestion distances.
Knowledge of how to report and respond to incidents and emergencies.

Annex A - Competency check examples

AIRFIELD OPERATIONS COMPETENCY RECORDS

AERODROME LIGHTING INSPECTION							
Date:		Day / Night		Name:		Auditor:	
Area Covered:				Weather:			
S – Satisfactory		N/S – Not Satisfactory		N/A – Not Applicable			
PART ONE – GENERAL							
1	Purpose of inspection Level 1/2/3/?	S	N/S	2	Faults reported correctly	S	N/S
3	Actions taken if closure needed	S	N/S	4	Logging of faults found	S	N/S
5	Check report rectification	S	N/S	6	Vehicle speed slow enough	S	N/S
PART TWO – ITEMS TO CHECK							
7	Lamp illuminated?	Yes	No	8	Correct colour	Yes	No
9	Correct spacing?	Yes	No	10	Fixings/nuts/studs tightly in place?	S	N/S
11	Unit visible to users?	S	N/S	12	Not obscured?	S	N/S
13	Unit clean?	S	N/S	14	Not flooded / underwater?	S	N/S
PART THREE – RUNWAY LIGHTS							
15	Centreline	Yes	No	16	Edge lights	Yes	No
17	Stop end	Yes	No	18	Threshold	S	N/S
19	TDZs	S	N/S	20	Supplementaries	S	N/S
21	PAPIs	S	N/S	22	Illuminated signs	S	N/S
PART FOUR – TAXIWAY LIGHTS							
23	Centreline	S	N/S	24	Edge lights	S	N/S
25	Guard lights	S	N/S	26	Stop bars	S	N/S
PART FIVE – APPROACH LIGHTS							
27	Lamps all illuminated?	Yes	No	28	Any dim units?	Yes	No
29	Units clean?	Yes	No	30	Lamps and supports firm & stable?	S	N/S
31	Alignment check	S	N/S	32	Not obscured by vegetation / obstructions	S	N/S
33	No damage from rodents/vandalism	S	N/S	34	Brilliancy control	S	N/S

GENERAL COMMENTS / FURTHER ACTION AGREED

AIRFIELD OPERATIONS COMPETENCY RECORDS

AIRCRAFT MARSHALLING			
Date:	Day / Night	Name:	Auditor:
Area Covered:		Weather:	
S – Satisfactory	N/S – Not Satisfactory	N/A – Not Applicable	

PART ONE – PREPARATION FOR THE MANOEUVRES							
1	Timely arrival of Marshaller	S	N/S	2	Stand size limitation check	Yes	No
3	FOD if any removed	Yes	No	4	Parking of adjacent aircraft	S	N/S
5	Parking of vehicles/equipment	S	N/S	6	Position of Airbridge	S	N/S
7	Are SEG's used to assist	Yes	No	8	Position of personnel	S	N/S
9	PPE worn? Hi-vis, feet, ears?	Yes	No	10	Surface condition check	Yes	No
PART TWO – AIRCRAFT MANOUVER - MARSHALLING OF AIRCRAFT							
11	Aircraft recognition	Yes	No	12	Manoeuvre planned?	Yes	No
13	Awareness of blast/downwash	Yes	No	14	Adequate wingtip clearance	S	N/S
15	Aircraft parked into wind	S	N/S	16	Assistance from 2nd marshaller	S	N/S
17	Marshaller visible to pilot at all times					Yes	No
PART THREE – MARSHALLING REQUIREMENTS - RULES AND REGULATIONS							
18	Local instructions understood	Yes	No	19	Correct equipment used	S	N/S
20	Standard ICAO signals used – not too stylised, correct speed, clarity of intention					S	N/S
PART FOUR – FOLLOW ME PROCEDURES FOR AIRCRAFT / VEHICLES							
21	Correct leader vehicle speed	S	N/S	22	Correct "follow me" message	Yes	No
23	Appropriate RTF used	S	N/S	24	Appropriate driving style	S	N/S

GENERAL COMMENTS / FURTHER ACTION AGREED

WILDLIFE / BIRD CONTROL			
Date:	Day / Night	Name:	Auditor:
Area Covered:		Weather:	
S – Satisfactory	N/S – Not Satisfactory	N/A – Not Applicable	

PART ONE – EQUIPMENT							
1	Scarecrow unit checked?	S	N/S	2	Speakers checked?	S	N/S
3	Binoculars available?	Yes	No	4	Radios, ok? – ATC & domestic	S	N/S
5	PPE worn – gloves, ears, hi-vis	S	N/S	6	Vehicle serviceable?	S	N/S
7	Purpose of duty understood?	S	N/S	8	Vehicle routes planned	S	N/S
9	Purpose of duty understood?	S	N/S	10	Pistol and shells signed out?	Yes	No
13	Handled appropriately in vehicle?	S	N/S	12	Stored correctly in vehicle at all times?	Yes	No
PART TWO - DETECTION, DISERSAL & LOGGING							
13	Individual holds current licence?	Yes	No	14	Correct species identified?	Yes	No
15	Log completed? Date/time, weather, location, species, numbers	S	N/S	16	Dispersal actions – options considered?	S	N/S
17	Correct method demonstrated?	S	N/S	18	Dispersal activity & results logged?	S	N/S
19	Wind direction, vehicle position?	S	N/S	20	Frequent log entries including nil birds seen	S	N/S
21	Slow approach to birds?	S	N/S	22	Time in/out logged?	Yes	No
23	Correct species call used?	Yes	No	24	Shell count checked & logged?	Yes	No
25	Shell fired safely & appropriately?	S	N/S	26	Further actions required/reported?	Yes	No
27	Should the birds be reported to ATC	S	N/S	28	Demo 1282 form correctly completed	S	N/S
PART THREE – USE OF FIREARMS (if applicable)							
29	Individual holds current licence?	Yes	No	30	Police/ATC/Security notified?	Yes	No
31	Gun and shells signed out?	Yes	No	32	Correct handling & storage of gun?	S	N/S
33	Correct loading of gun?	S	N/S	34	Correct aiming of gun clear of risks	S	N/S
35	Correct firing of gun?	S	N/S	36	Correct unloading of gun?	S	N/S

37	Handling and disposal of misfires?	S	N/S	38	Correct disposal of carcasses?	S	N/S
39	Activity, results, and shell use logged?	S	N/S	40	Gun correctly stored and signed in?	S	N/S
PART FOUR – LOCAL ORNITOLOGY							
41	Knowledge of local habitat management	S	N/S	42	Knowledge of grass cutting & bottoming out?	S	N/S
43	Nearby off-airport attractants known?	S	N/S	44	Awareness of airports' bird map?	S	N/S
45	Actions to take if suspected new attractant occurred nearby?	S	N/S	46	Various bird species correctly identified?	S	N/S

GENERAL COMMENTS / FURTHER ACTION AGREED

AERODROME INSPECTION							
Date:	Day / Night			Name:		Auditor:	
Area Covered:				Weather:			
S – Satisfactory	N/S – Not Satisfactory			N/A – Not Applicable			
PART ONE – GENERAL							
1	Understanding of purpose of inspection? Level 1/2/3?	S	N/S	2	Faults identified and marked if required?	S	N/S
3	Appropriate actions taken if closure needed? Comms etc.	S	N/S	4	Logging process of faults completed on return	S	N/S
5	Follow up on reported rectifications	Yes	No	6	Vehicle speed appropriate?	S	N/S
PART TWO – SURFACE CONDTION							
7	Overall layout and clearances adequate?	Yes	No	8	Cracks, spalling or mud-pumping correctly identified?	S	N/S
9	Pavement edge condition checked?	Yes	No	10	Joint sealing condition checked?	S	N/S
11	Drainage checked for adequacy?	S	N/S	12	Drains condition checked?	S	N/S
13	Overall cleanliness reviewed?	S	N/S	14	FOD identified & actions to remove?	Yes	No
PART THREE – SURFACE MARKINGS							
15	Check for correct layout?	Yes	No	16	Check for correct colour?	Yes	No
17	Condition check and visible to users	S	N/S	18	Check that nothing confusing to users	Yes	No
PART FOUR – SIGNS							
19	Condition check and visible to users and no obstructions?	S	N/S	20	Correct format, colour etc-as per 139/2014 / CAP168?	Yes	No
21	Check that signs are correctly located?	S	N/S	21	Check for illumination?	Yes	No

PART FIVE – OTHER							
23	Windsleeves – check for condition?	S	N/S	24	Windsleeves – check illumination, ok?	Yes	No
25	Obstacle lights provided & lit?	S	N/S	26	Off airport obstacles provided & lit?	S	N/S
27	Strip / RESA / CGA clear of obstructions?	S	N/S	28	Grass Areas checked for bare patches, ponding, blast damage?	Yes	No
PART SIX – APRON AREAS							
29	Check Airbridge is parked correctly?	S	N/S	30	Windsleeves – check illumination, ok?	S	N/S
31	Check FEGP condition and stowed?	S	N/S	32	Check Stand number indicator works	S	N/S
33	Check Emergency stop works?	S	N/S	34	Stand telephone tested?	S	N/S
35	Assess and remedy poor equipment parking?	S	N/S	36	Assess General cleanliness – no FOD, and action accordingly?	S	N/S

GENERAL COMMENTS / FURTHER ACTION AGREED