
	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b> <b>SAFETY REGULATION</b></p>	<p><b>Revision: 0</b></p>
<p><b>Document No.</b> <b>TCAA/FRM/SR/AGA-01</b></p>	<p style="text-align: center;"><b>CHECKLIST FOR AUDIT OF AERODROME MANUAL</b></p>	<p><b>Page 1 of 16</b></p>


	NAME OF AERODROME:
	PHYSICAL ADDRESS:
	POSTAL ADDRESS:
	DATE OF INSPECTION:
	OPERATOR'S REPRESENTATIVE
	INSPECTORS (S):
	<p>Assessment Code:  <i>S = Satisfactory (Requirements met)</i>  <i>U = Un-Satisfactory (Requirements not met)</i>  <i>N/A = Not Applicable</i></p>

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## Introduction

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
1.	Part 1	Does introduction provide purpose of the Aerodrome Manual?.				
2.	Part 1	Does introduction describe the legal position regarding aerodrome certification as contained in the applicable regulation?.				
3.	Part 1	Does the manual provide distribution list of the Aerodrome Manual ?				
4.	Part 1	Does introduction provide procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed ?.				
5.	Part 1	Does the aerodrome manual have checklist of pages ?.				
6.	Part 1	Does the aerodrome manual provide preface by licence holder ? .				
7.	Part 1	Does the aerodrome manual has table of contents ?.				
8.	Part 1	Does the aerodrome manual has glossary of terms ?. <i>Note.— This section will contain a short explanation of the general terms used in the aerodrome manual including job titles and abbreviations.</i>				

**Note:** The details listed represent the minimum content of an aerodrome manual. Each aerodrome operator must tailor the content of their manual to reflect the complexity and operating environment of the aerodrome.


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## Technical administration


S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
9.	Part 3	Does the Manual provide Name and Address of the Aerodrome ?.				
10.	Part 3	Does the Manual provide Name and Address of the Aerodrome operator ?.				
11.	Part 3	Does the Manual provide the name of the accountable executive?				

## Description of the Aerodrome (Aerodrome Characteristics)

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
12.	Part 3	Does the Aerodrome Manual provides details of the : (a) Latitude and Longitude of the aerodrome reference point in World Geodetic System – 1984 ( WGS – 84 ) format ?.				
		(b) Elevation of aerodrome ?.				
		(c) Elevation of apron ?.				
13.	Part 3	Does the aerodrome manual provides plans showing the position of ;				
		(a) The aerodrome reference point ?.				
		(b) Layout of the runways ?.				
		(c) Taxiways and Aprons ?.				
(d) The aerodrome markings and lighting ?.						


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S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
		(e)The precision approach path indicator (PAPI)?				
		(f)The visual approach slope indicator system (VASIS) ?.				
		(g)Obstruction lighting ?.				
		(h)The sitting of navigation aids within the runway strips ?.				
14.	Part 3	Does the Manual provide Description, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are noted in the aeronautical publications ?.				
15.	Part 3	Does the Manual provide Procedures for ensuring that the plans are up to date and accurate ?				
16.	Part 3	Does the aerodrome manual contains Data for and the method used to calculate declared distances and elevations at the beginning and end of each declared distance ?.				
17.	Part 3	Does the aerodrome manual provide details of the Surfaces, dimensions and Classification or bearing strengths of Runways, Taxiways and Aprons ? .				
18.	Part 3	Does the aerodrome manual contains list of Authorized deviations, if any ?.				
19.	Part 3	Does the aerodrome manual contains Operational Procedures for Promulgation of Aeronautical information ?.				
		The system of aeronautical information service available and the				
		system that the certificate holder uses to promulgate AIP requirements.				
20.	Part 3	Does the aerodrome manual contains Operational Procedures for Control of access to the aerodrome and its operational areas, including the location of notice boards, and the control of vehicles in the operational areas ?.				

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## Emergency Planning

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
21.	Part 4	Does the aerodrome manual contains Operational Procedures for the emergency Planning for the aerodrome operator's arrangements in response to an emergency. These arrangements should take account of the complexity and size of the aeroplane operations ?.				
22.	Part 4	Does the aerodrome manual contains Operational Procedures for the emergency Planning for the description of actions to be taken by the aerodrome operator as part of plans for dealing with different emergencies occurring at the aerodrome or in its vicinity ?.				
23.	Part 4	Does the aerodrome manual contains Operational Procedures for the emergency Planning for Contact list of organizations, agencies and persons of authority ?.				
24.	Part 4	Does the aerodrome manual contains Operational Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency ?.				
25.	Part 4	Does the aerodrome manual contains Operational Procedures for reporting mechanism in the event of emergency ?.				
26.	Part 4	Does the aerodrome manual provide details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests ?.				
27.	Part 4	Does the aerodrome manual provide details of the exercises to test emergency plans, including the frequency of those exercises ?.				
28.	Part 4	Does the aerodrome manual provide arrangements for personnel training and preparation for dealing with emergencies ?.				


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## Rescue and Fire Fighting (RFF) Services

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
29.	Part 4	Does the aerodrome manual contains Policy statement on the RFF categories to be provided?				
30.	Part 4	Does aerodrome manual contains relevant chapter where the senior aerodrome fire officer or designated fire watch officers have specific safety accountabilities?				
31.	Part 4	Does the aerodrome manual contains Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of any depletion?.				
32.	Part 4	At aerodromes where a higher category of RFF is available by prior arrangement, does the aerodrome manual clearly state the actions necessary to upgrade the facility? Where necessary, this should include actions to be taken by other departments.				
33.	Part 4	Does the aerodrome manual provide the Aerodrome operator's objectives for each RFF category provided should be defined, including a brief description of :				
		a) Amounts of extinguishing agents provided ?.				
		b) Discharge rates ?.				
		c) Number of foam-producing appliances ?.				
		d) Manning levels ?.				
e) Levels of supervision ?.						
34.	Part 4	Does the aerodrome manual contains procedure for :				
		a) Monitoring the aeroplane movement areas for the purpose of alerting RFF personnel ?.				

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S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
		b) Indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained ?.				
		c) Indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected ?.				
35.	Part 4	Does the aerodrome manual provide details on where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, and appliances with aerial capability ?. Procedures to be followed if these facilities are temporarily unavailable should also be included .				
36.	Part 4	Does the Aerodrome Manual contains Policies or letters of agreement on if the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome (perhaps water rescue) ?. Where necessary, contingency plans in the event of non availability should be described.				
37.	Part 4	Does the aerodrome manual contains statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the Following :				
		a) Realistic fuel fire training ?.				
		b) Breathing apparatus training in heat and smoke?				
		c) First aid?				
		d) Low visibility procedures (LVP)?				
		e) Any legal requirements?				
		f) Health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment ?.				


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S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
38.	Part 4	Does the aerodrome manual provides Procedures that indicate how accidents in the immediate vicinity of the aerodrome are to be accessed ?. Where difficult environs exist, the aerodrome manual should indicate how these are to be accessed.				
39.	Part 4	Where local authorities or the aerodrome operator expects the RFF facility to respond to domestic fires or special services, does the manual include procedures for managing their impact upon normal aeroplane RFF responses ?.				
40.	Part 4	Where the aerodrome operator expects the RFF facility to respond to aeroplane accidents landside, Does the Manual clearly described the policy and procedures to manage the effects on continued aeroplane operations ?.				
41.	Part 4	Does the aerodrome manual described the availability of additional water supplies ?				
42.	Part 4	Does the Manual explain the Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions ?. ( i.e. LVP ? ).				

### Inspections of the Movement Area

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
43.	Part 4	Does the aerodrome manual describe the routine aerodrome inspections, including lighting inspections, reporting, including the nature and frequency of these inspections ?.				
44.	Part 4	Does the Manual describe Inspection on the apron, runways and taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position ?.				




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S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
45.	Part 4	Does the Manual describe inspection procedures for the Sweeping of runways, taxiways and aprons ?				
46.	Part 4	Does the Manual provide information on the Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways ?.				
47.	Part 4	Does the Manual provide Assessment and promulgation of runway surface conditions, such as :				
		a) Details of inspection intervals and times ?.				
		b) Completion and effective use of an inspection checklist ?.				
		c) Arrangements and methods for carrying out inspections on FOD, lighting, pavement surface, grassing ?.				
		d) Arrangements for reporting the results of inspections and for follow-up ?.				
		e) Arrangements and means of communication with air traffic control during an inspection?				
		f) Arrangements for keeping an inspection logbook and the location of the logbook?				

## Maintenance of the Movement Area


S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
49.	Part 4	Does the aerodrome manual describe Promulgation of information on the aerodrome operational state, temporary withdrawals of facilities, runway closures, etc.: on				
		a) Arrangements for maintaining the paved areas, including the runway friction assessments ?.				
		b) Arrangements for maintaining the unpaved runways and taxiways ?.				

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S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
		c) Arrangements for maintaining the runway and taxiway strips ?.				
		d) Arrangements for maintaining aerodrome drainage ?.				
		e) Arrangements for maintaining the visual aids, including the measurement of intensity, beam spread and orientation of lights ?.				
		f) Arrangements for maintaining the obstacle lighting ?.				
		g) Arrangements for reporting and action taken in the event of failure or unsafe occurrence ?.				

## Visual Aids

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
51.	Part 4	Does the aerodrome manual describe Responsibilities with respect to the aerodrome ground lighting system?				
52.	Part 4	Does the aerodrome manual provide a full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals?				
53.	Part 4	Does the aerodrome manual describe Procedures for operational use and brilliancy settings of the lighting system?				
54.	Part 4	Does the aerodrome manual describe standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations?				
55.	Part 4	Does the aerodrome manual provide procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs?				
56.	Part 4	Does the aerodrome manual describe the location of and responsibility for obstacle lighting on and off the aerodrome?				

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S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
57.	Part 4	Does the aerodrome manual describe Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures?				
58.	Part 4	Does the aerodrome manual describe the control of work, including trenching and agricultural activity, which may affect the safety of the aeroplane?				

### Apron Management

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
59.	Part 4	Does the aerodrome manual describe arrangements between air traffic control, the aerodrome operator and the apron management unit ?.				
60.	Part 4	Does the aerodrome manual describe arrangements for allocating aeroplane stands ?.				
61.	Part 4	Does the aerodrome manual describe arrangements for initiating engine start and ensuring clearance of aeroplane pushback ?.				

### Apron Safety Management

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
62.	Part 4	Does the aerodrome manual describe means and procedures for jet blast protection ?.				
63.	Part 4	Does the aerodrome manual describe arrangements of safety precautions during aeroplane refuelling operations ?.				
64.	Part 4	Does the aerodrome manual describe arrangements for apron sweeping and cleaning ?				
65.	Part 4	Does the aerodrome manual describe arrangements for reporting incidents and accidents on an apron ?.				

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66.	Part 4	Does the aerodrome manual describe arrangements for assessing the safety compliance of all personnel working on the apron ?.				
67.	Part 4	Does the aerodrome manual describe arrangements for the use of advanced visual docking systems ?, if provided ?.				

### Vehicles on the movement area

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
68.	Part 4	Does the aerodrome manual provide details of the applicable traffic rules (including speed limits and the means of enforcing the rules) ?.				
69.	Part 4	Does the aerodrome manual describe method and criteria for allowing drivers to operate vehicles on the movement area ?.				
70.	Part 4	Does the aerodrome manual describe arrangements and means of communicating with air traffic control ?.				
71.	Part 4	Does the aerodrome manual provide details of the equipment needed in vehicles that operate on the movement area ?.				

### Wildlife hazard management

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
72.	Part 4	Does the aerodrome manual describe arrangements and method for dispersal of bird and other wildlife ?.				
73.	Part 4	Does the aerodrome manual describe measure to discourage birds and other wildlife ?.				
74.	Part 4	Does the aerodrome manual describe arrangements for assessing wildlife hazards ?.				

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75.	Part 4	Does the aerodrome manual describe arrangements for implementing wildlife control programmes ?.				

## Obstacle


S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
76.	Part 4	Does the aerodrome manual describe arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS) ?.				
77.	Part 4	Does the aerodrome manual describe arrangements for controlling new developments in the vicinity of aerodromes ?.				
78.	Part 4	Does the aerodrome manual describe reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles ?.				
79.	Part 4	Does the aerodrome manual describe arrangements for removal of an obstacle ?.				

## The removal of a disabled aeroplane

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
80.	Part 4	Does the aerodrome manual provide details of the capability for removal of a disabled aeroplane ?.				
81.	Part 4	Does the aerodrome manual describe arrangements for removing a disabled aeroplane, including the reporting and notifying procedures and liaison with ATC ?.				

## Dangerous goods

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
82.	Part 4	Does the aerodrome manual describe arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods ?.				

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### Low visibility operations


S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
83.	Part 4	Does the aerodrome manual describe procedure for obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility ?.				
84.	Part 4	Does the aerodrome manual describe Protection of runways during LVP if such operations are permitted ?.				
85.	Part 4	Does the aerodrome manual describe the arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area ?.				

### Protection of sites for radar, navigation aids and meteorological equipment


S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
86.	Part 4	Does the aerodrome manual provide description of the areas to be protected and procedures for their protection ?.				

### Safety Management System (SMS)

S/N	CAR (Aerodromes) Regulation 73 2 <sup>nd</sup> Schedule	COMPONENTS OF THE AERODROME MANUAL	S	U	N/A	REMARKS
87.	Part 5	Does the aerodrome manual describe Safety Policy ?.				
88.	Part 5	Does the aerodrome manual describe Operator`s structure and responsibility, that if it includes :				
		a) The name, status and responsibilities of the accountable executive?.				
		b) The name, status and responsibilities of the safety manager?				
		c) The name, status and responsibilities of other senior operating staff?				

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		d) The name, status and responsibilities of the official in charge of day-to-day operations?				
		e) Instructions as to the order and circumstances in which the above-named staff may act as the official in charge or accountable executive?				
		f) An organizational chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibility for safety management?				
89.	Part 5	Does the aerodrome manual describe Training ?.				
90.	Part 5	Does the aerodrome manual describe compliance with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting ?.				
91.	Part 5	Does the aerodrome manual describe hazard analysis and risk assessment ?.				
92.	Part 5	Does the aerodrome manual describe the management of change ?.				
93.	Part 5	Does the aerodrome manual describe Safety criteria and indicators ?.				
94.	Part 5	Does the aerodrome manual describe Safety audits ?.				
95.	Part 5	Does the aerodrome manual describe documentation ?.				
96.	Part 5	Does the aerodrome manual describe Safety - related committees ?.				
97.	Part 5	Does the aerodrome manual describe Safety promotion ?.				
98.	Part 5	Does the aerodrome manual describe responsibility for monitoring the contractors and third parties operating on the aerodrome ?.				

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**REMARKS:**

**INSPECTOR`S NAME:**

**INSPECTOR`S SIGNATURE:**

**DATE:**