



TANZANIA CIVIL AVIATION AUTHORITY
 DIVISION OF SAFETY REGULATION
 AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 1 of 16

1.	GENERAL INFORMATION		
1.1.	Name of organization		
1.2.	Physical address		
1.3.	Postal address		
1.4.	Phone number		
1.5.	Organization Email		
1.6.	Date of inspection/audit		
1.7.	Services/operations inspected		
1.8.	Accountable Manager	Name	
		Designation	
		Signature/Date	
		Mobile number	
1.9.	Safety Manager	Name	
		Designation	
		Signature/Date	
		Mobile number	



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 2 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
1		8 .113	As part of the certification process, does the aerodrome operator have an approved aerodrome manual as a key safety assurance document to assess both initial and continuing organizational competence?	<p>1) Review copies of policies or similar documents showing linkage to the certification process and national requirement.</p> <p>2) Review evidence to confirm effective implementation.</p>	<p>STD A14, Vol. I 1.4.4</p> <p>GM Doc9774 3B.2, 3C Sect. C</p> <p>Doc9734 Part A 3.8.2</p>	
2		8 .115	Is the aerodrome manual reviewed periodically to check their amendment status and that the information contained in the manual is correct?	<p>1) Evaluate mechanism to ensure periodic review.</p> <p>2) Review content of approved manual, specifically for particular areas of:</p> <p>a) The aerodrome site</p> <p>b) The aerodrome information to be reported to the AIS (AIS):</p>	<p>STD A14, Vol. I 1.4.4</p> <p>GM Doc9774 3.2, 3C.4, App. 1</p>	

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 3 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				i)General information ii)Aerodromedimensionsandrelated information c)Theaerodromeoperatingproceduresand safety measures: i) Aerodrome reporting ii)Movementareaaccess iii)Aerodromeemergencyplan iv)RFF v)Inspectionofthovementareaand obstaclelimitationsurface (OLS) vi)Visualaidsand aerodromeelectrical systems vii)Movementareaintenance viii)Aerodrome		

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 4 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				meworkssaf ety ix)Apronmana gementand parking control x)Airsidevehiclecontr ol xi)Wildlifeh azard manageme nt xii)Obstacl econtrol xiii)Removalofdisable d aircraft xiv)Handlingofh azardousmateri als xv)Low VisibilityOperati ons xvi)Protection ofsitesforradarand Navigation Aid(NAVAID).		
3		8 .143	Does the aerodrome operator inspect the movement areas at the appropriate frequency, and	1) Evaluate mechanism to ensure effective implementation.	STD A14, Vol. I 2.9.1,	



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 5 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
			monitor and report the condition of the movement areas and operational status of related facilities?	2) Review evidence to confirm.	2.9.2 & 2.9.3 RP A14, Vol. I, 2.9.4 Doc9137, Part8 Doc9476	
4		8.145	Does the aerodrome operator assess coverage of water on runway surfaces, taking into account the need for aircraft crew to make operational adjustments in accordance with performance requirements in some flight manuals?	1) Evaluate mechanism to ensure effective implementation of aerodrome operator's procedures related to precipitation covered runway, using appropriate terminology. 2) Review evidence to confirm.	RP A14, Vol. I, 2.9.5 GM Doc9774, 3D.7 Doc9137, Part2, 2.1	
5		8.147	Does the aerodrome operator have a process for determining and providing relevant information that a runway, or part of, maybe slippery when wet, including the minimum friction level for reporting of slippery runway conditions as specified by the State?	1) Review method used by aerodrome operator to provide: a) Information when a runway maybe slippery when wet. b) The minimum friction level for reporting	STD A14, Vol. I 2.9.6, 2.9.7, 10.2.3 & 10.2.4	

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 6 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				<p>slippery conditions.</p> <p>c) Additional measurements when it is suspected that a runway may become slippery under unusual conditions.</p> <p>d) Information when these additional measurements show that a runway or a portion of it has become slippery.</p> <p>2) R Review evidence to confirm effective implementation.</p>		
6		8.155	On a continuing basis, does the aerodrome operator notify changes in the level of aircraft rescue and firefighting (RFF) protection normally available at an aerodrome to air traffic service (ATS) and AIS?	<p>1) Confirm mechanism established to ensure effective implementation and method used by aerodrome operatorst</p>	<p>STD A14, Vol. I 2.11.3</p> <p>RP A14, Vol. I</p>	



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 7 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				o provide information on changes. 2) Ensure possible changes include those related to availability of extinguishing agents, equipment to deliver agents or personnel to operate the equipment, etc. 3) Review examples.	2.11.4 GM Doc 9774 3D.7	
7		8 .223	Does the aerodrome operator comply with regulations relating to marking and lighting obstacles, both on the aerodrome and in the vicinity of aerodromes, which could otherwise present a hazard to aircraft?	1) Evaluate mechanism to ensure effective implementation. 2) Review evidence to confirm.	STD & RP A14, Vol. I 6.1 & 6.2	
8		8 .233	Does the aerodrome operator comply with regulations on the requirement to extinguish, screen or otherwise modify non-aeronautical lights which could present a hazard to aircraft safety?	1) Evaluate mechanism to ensure effective implementation within and in the vicinity of aerodromes. 2) Review evidence to confirm.	STD A14, Vol. I 5.3.1.1 to 5.3.1.3	Evidence of extinguishing non-aeronautical light attached
9		8 .257	Does the aerodrome operator maintain	1) Evaluate mechanism to	STD	

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 8 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
			good friction characteristics and low rolling resistance on runways?	<ul style="list-style-type: none"> o ensure effective implementation. 2) Review method used for timely removal of contaminants, such as rubber deposit, standing water, snow, sand, etc. 3) Review recorded friction results to confirm. 	<p>A14, Vol. I 10.2.3 to 10.2.5 & 10.3.1</p> <p>GM Doc 9137 Part 2</p>	
11		8.273	On a continuing basis, do the aerodrome operators implement the requirements that runway strips are free of objects unless they are needed for air navigation purposes and meet frangibility requirements?	<ul style="list-style-type: none"> 1) Evaluate mechanism to ensure effective implementation. 2) Review evidence to confirm, i.e. inspection reports; completed checklists. 	<p>STD A14, Vol. I 3.4.7</p> <p>RP A14, Vol. I 3.4.6</p> <p>GM Doc 9774 App. 1 4.13</p>	
12		8.277	On a continuing basis, does the aerodrome operator implement requirements relating to the group of obstacle limitation surfaces (OLS) at and around aerodromes?	<ul style="list-style-type: none"> 1) Review established process. 2) Verify that OLS plan is established for each designated aerodrome. 	<p>STD A14, Vol. I 4.1 & 4.2</p> <p>GM Doc 9137</p>	

This is a controlled document

Issued on:
November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 9 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				3) Review evidence to confirm effective and comprehensive implementation of the: <ul style="list-style-type: none"> a) Identification mechanism. b) Appropriate promulgation mechanism. c) Removal mechanism. 	Part 6 1.1.3	
13		8 .279	Has the aerodrome operator implement a process to ensure that the siting or performance of visual and non-visual aids to navigation is not adversely affected by objects under the approach surface?	1) Review documented evidence of the established process. 2) Evaluate mechanism to ensure effective implementation. 3) Review evidence to confirm.	RP A14, Vol. I 4.4.1 & 4.4.2	
14		8 .301	On a continuing basis, does the aerodrome operator implement requirement for the provision of rescue and firefighting (RFF) services at all aerodromes, which takes into account the aerodrome location and the surrounding terrain?	1) Evaluate mechanism used to ensure effective implementation, including for aerodromes located close to water/swampy areas.	STD A14, Vol. I 9.2.1 & 9.2.2	

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 10 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				2) Check during aerodrome industry visit.		
15		8.311	Does the aerodrome operator implement requirement for minimum response times by the rescue and fire fighting (RFF) services?	<ol style="list-style-type: none"> 1) Evaluate mechanism to ensure effective implementation. 2) Review audit report to confirm. 3) Check during aerodrome industry visit. 	STD A14, Vol. I 9.2.27 & 9.2.31 RP A14, Vol. I 9.2.28 to 9.2.30, 9.2.32 & 9.2.33	
16		8.315	On a continuing basis, does the aerodrome operator provide training for fire fighting personnel, including live fire drills?	<ol style="list-style-type: none"> 1) Verify national RFF training requirements. 2) Review evidence to confirm effective implementation. 3) Verify oversight of training and its assessment, including appropriate training for pressure fed fuel fires, and breathing apparatus as applicable. 	STD A14, Vol. I 9.2.42 & 9.2.43	

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 11 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				e. 4) Sample training records and audit reports. 5) Check during aerodrome industry visit.		
17		8.319	On a continuing basis, does the aerodrome operator have sufficient trained personnel to operate all the necessary RFF equipment at maximum capacity, meet the minimum response times and maintain continuous agent application at the appropriate rate?	1) Review established RFF staffing requirements. 2) Review evidence to confirm effective implementation. 3) Check during aerodrome industry visit.	RP A14, Vol. I 9.2.44 & 9.2.45	
18		8.341	If an apron management service is not provided, does the aerodrome operator, on a continuing basis, implement safety practices of aircraft operation on apron areas, considering the movement of vehicles?	1) Evaluate mechanism to ensure control of vehicle movement for safety of aircraft. 2) Review evidence to confirm effective implementation.	STD & RP A14, Vol. I 9.5	
19		8.349	On a continuing basis, does the aerodrome operator make available fire extinguishing equipment and trained personnel during ground servicing of aircraft?	Review evidence to confirm effective implementation, including the availability of personnel trained for its use.	STD A14, Vol. I 9.6.1	
20		8.375	Do the aerodrome operator conduct aeronautical studies to enable the State assess the outcomes of the conduct of	1) Review established mechanism. 2) Review documented	GM Doc 9774 Sect. E &	

This is a controlled document

Issued on:
November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 12 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
			risk assessments or aeronautical studies?	<p>outcomes of their conduct which show they meet State safety policies and processes, particularly where an equivalent level of safety to the Standards and Recommended Practices is claimed.</p> <p>3) Review examples.</p>	App.3	
21		8.401	Has the aerodrome regulatory authority developed and implemented procedures for the continuing surveillance of aerodrome certificate holders?	<p>1) Review developed procedures and checklists for guidance on how to conduct aerodrome surveillance activities, from notifying the aerodrome operator to the closure of deficiencies noted during the activities.</p> <p>2) Review duly completed checklists and examples to confirm effective</p>	<p>GM Doc 9734 Part A 3.8.4</p> <p>GM Doc 9774 5.2.3 & 5.2.5</p>	

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 13 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				implementation.		
22		8 .403	Has the aerodrome regulatory authority developed and implemented a formal surveillance programme for the continuing supervision of the operations conducted by aerodrome certificate holders?	<ol style="list-style-type: none"> 1) Review surveillance programme/plan of previous and current year. 2) Confirm appropriate frequency of inspection or other activity. 3) Confirm inclusion of periodic and non-periodic audits and inspections. 4) Surveillance to include all aspects of the certification and operation of an aerodrome. 	GM Doc9774 Sect. D 3D.6, 2.2 (d), 5.2.3 & 5.2.5 GM Doc9734 Part A 3.8	
23		8 .419	Is the prioritization of inspections and audits based on the analysis of safety risks or quality data?	Review the records of the prioritization.	GM A19 AttA, 3.3 Doc9859 4.2.36, 4.2.37, 4.4.17	
24		8 .511	Does the aerodrome operator review the agreed safety performance indicators (SPIs) to ensure that they remain relevant and	-Verify that: <ol style="list-style-type: none"> 1) the regulator's process for subsequent 	GM A19 AttA, 2.2 Doc9859	

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 14 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
			appropriate to the operator of a certified aerodrome?	<p>1) periodic review of safety performance is made transparent to operators of certified aerodromes;</p> <p>2) adjustments to previously agreed SPIs, target or alert settings are substantiated by appropriate safety data and documented; and</p> <p>3) the aerodrome operator's action plans in relation to achievement of the targets and corrective action plans in case an alert level is reached are documented.</p>	4.2.23, 4.4.13, 4.4.14 b)	
24		8.513	As part of its surveillance programme, are periodical assessment of the SMS of operators at certified aerodromes, including its hazard identification and safety risk	Verify that the surveillance programme includes periodic assessment of the SMS of operators of certified aero	GM A19 AttA, 3.1 Doc9859 4.4.14	



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
 TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 15 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
			management processes and its safety performance indicators (SPIs) and their relevant alert and target levels conducted?	<p>dromes, including:</p> <p>a) setting up with operators of certified aerodromes periodic review of the SMS requirements and related guidance material to ensure they remain relevant and appropriate to them;</p> <p>b) measuring the safety performance of the SMS through periodic reviews of the agreed safety performance and ensuring that the SPIs, targets and alert settings remain relevant to the aerodrome operator;</p> <p>c) ensuring that hazard identification and safety risk management processes follow established</p>		

This is a controlled document

Issued on:
 November 2014



TANZANIA CIVIL AVIATION AUTHORITY
DIVISION OF SAFETY REGULATION
AERODROMES AND GROUND AIDS

Revision: 0

Document No:
TCAA-FRM-SR-AGA-05B

CHECKLIST FOR SURVEILLANCE OF AERODROME

Page 16 of 16

S/N	Ref Reg/ MoS	Ref PQ No.	Inspection item	Inspectors guidance for review and evidence	Reference	Remarks
				regulatory requirement sand that safety risk controls area ppropriately integrated into the aerodrome operator's SMS.		

This is a controlled document

Issued on:
November 2014