

Aerodrome Manual Checklist:

ITEM	TASK	Implementation Status	Comments	CAA Assessment Date
Part 1 – General	a) Purpose and scope of the aerodrome manual.			
	b) The legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations.			
	c) Conditions for use of the aerodrome – a statement to indicate that the aerodrome shall at all times, when it is available for the take off and landing of aircraft, be so available to all persons on equal terms and conditions.			
	d) The available aeronautical information system and procedures for its promulgation.			
	e) The system for recording aircraft movements; and			
	f) Obligations of the aerodrome operator.			
	g) Procedure for the amendment and distribution of AD manual			

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Part 2 – Particulars of the Aerodrome Site	General information, including the following:			
	a) Details of the type of WGS-84 survey conducted, when and annual checks			
	b) A plan 1:2500 of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator.			
	c) A plan of the aerodrome showing the aerodrome boundaries.			
	d) A plan showing the distance of the aerodrome from the nearest city, town or other populous areas, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and			
Note:	e) Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.			

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Part 3 – Particulars of the Aerodrome. Required to be report to the Aeronautical Information Service (AIS)	3.1 General Information			
	a) The name of the aerodrome;			
	b) The location of the aerodrome;			
	c) The geographical co-ordinates of the aerodrome reference point determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum;			
	d) The aerodrome elevation and geoid undulation;			
	e) The elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;			
	f) The aerodrome reference temperature;			
	g) Magnetic variation to the nearest degree, date of information and annual change;			
	h) Details of the aerodrome beacon; and			
i) The name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.				

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Part 3 - Continued	3.2 Aerodrome dimensions and related information General Information including the following:			
	a) Runway – true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;			
	b) Length, width and surface type of strip, runway end safety areas, stopways;			
	c) Length, width and surface type of taxiways;			
	d) Apron surface type and aircraft stands;			
	e) Clearway length and ground profile;			
	f) Visual aids for approach procedures, viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways			

	(including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;			
	g) The location and radio frequency of VOR aerodrome checkpoints;			
	h) The location and designation of standard taxi routes;			

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Part 3 - Continued Part 3 - Continued	i) The geographical co-ordinates of each threshold;			
	j) The geographical co-ordinates of appropriate taxiway centre line points;			
	k) The geographical co-ordinates of each aircraft stand;			
	l) The geographical co-ordinates and the top elevation of significant obstacles in the approach and take off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the convention)			
	m) Pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method			
	n) One or more pre flight altimeter check locations established on an apron and their elevation			
	o) Declared distances: take off run available (TORA), take off distance available (TODA), accelerate stop distance available (ASDA), landing distance available (LDA)			
	p) Disabled aircraft removal plan: the telephone/telex/facsimile numbers and email address of the aerodrome co-ordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and			
	q) Rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome			

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Part 3 - Continued	r) Details of the Instrument Approach Procedures, who designed the IAP, when and how is it checked. <i>Note – The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey WGS-84 and assessment should be gathered or verified by qualified technical persons.</i>			