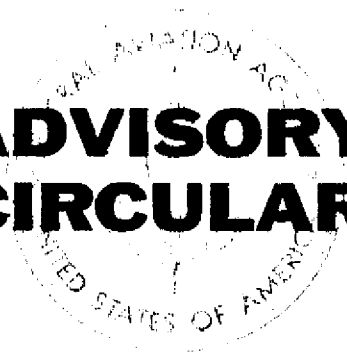


CANCELLED 5200-18/00-24

Federal Aviation Agency

ADVISORY CIRCULAR



AC NO: AC-150/5230-1
AIRPORTS
EFFECTIVE : 3/30/64

SUBJECT : SUGGESTIONS FOR AIRPORT SAFETY SELF-INSPECTION

1. PURPOSE. This circular summarizes the functional statements, procedures, forms, and schedules on safety self-inspection now in use at many United States civil airports. The information and suggestions in this publication can serve as a basis upon which each civil airport may develop its own safety self-inspection program. This guidance should be modified as necessary to meet individual local situations.
2. REFERENCES. AC-150/ 5380-1, "Airport Maintenance."
3. DISCUSSION. A recent survey initiated by this Agency with the support and cooperation of the airports which are members of the Technical Committee of the Airport Operators Council has established that all reporting airports practice some form of safety self-inspection. The safety systems used vary in scope and effectiveness from verbal instructions and unscheduled and unrecorded inspections to very complex inspection programs with multiple daily schedules and inspections, and widely distributed responsibilities. Only a few airports report a single point of responsibility backed up by regular daily schedules which are further supported by concise functional directives and report forms assuring follow-up procedures and recording of corrective actions taken. The concise written functions and procedural statements, specific periodic schedules, and simple but adequate combined report and record forms used by several national and municipal airports have been reviewed and consolidated by personnel of this Agency with assisting comments by the AOC.
4. SURVEY SUMMARY. The following paragraphs summarize the findings of the aforementioned survey. The guidance presented herein forms a basis for a safety self-inspection program adaptable to any airport either small or complex.
 - a. Responsibilities. Safety self-inspection is a primary functional responsibility of the airport owner or operator. It is customary to assign the job of assuring over-all airport ground safety to the airport manager or operations supervisor. At this level, primary cognizance is exercised over such operational areas as pavements,

lighting, and navigational aids, and at smaller airports, aircraft servicing areas. At larger airports, safety inspections of airport servicing and maintenance areas and fire/rescue facilities and equipment are usually performed by specialists in these respective occupations. Inspection of areas which have been allocated to individual air carriers, fixed-base operators or other tenant users is normally made the responsibility of those users with airport management retaining over-all inspection supervision.

- b. Instructions. A significant number of representative airports include a short list of airport safety self-inspection functions in the duties of the operations supervisor or in the preface of the airport operations log. An example of such a functional statement is included as Attachment 1.
- c. Frequency. All reported procedures include a requirement for at least one daily inspection (prior to active operations) covering the entire flight activities area of the airport. Airports with night flying should have a second complete coverage at dusk, at which time all airport lighting should be checked. Larger airports normally schedule power generator and lighting circuit resistance tests at least once each week. The scheduled use of a dated checklist will help assure the regularity and thoroughness of safety inspections and follow-up.
- d. Forms and Reports. For even the smallest airport, it is desirable to use a safety self-inspection form/report which constitutes a retained record of conditions noted and serves as a source of information and a check on follow-up actions taken. These forms can be an important administrative tool for airport management. It is most desirable to use a simple form (see Attachment 2) in which each inspected area of the airport complex is positively noted either "All O.K." or with observed condition or action required. Retention of these inspection and report forms is recommended until indicated actions are completed and for possibly six months from date of inspection. More complex airports may use additional specialized sub-forms such as maintenance work orders, NOTAMS, fire station and first-aid reports, etc., but the operations safety self-inspection form should be the basic log indicating that operations supervisory responsibilities are being met.


Cole Morrow, Director
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Attachments 2

(BASIC POLICY)
SUGGESTED FUNCTIONS AND FORMS

It should be the responsibility of the airport manager, operations supervisor, etc., to perform regular daily airport safety inspections of all pavements, lighting, and other facilities directly related to flying and passenger and cargo handling operation activities.

Safety inspections should be made at regular scheduled daily hours and recorded on the Airport Safety Inspection Form. Each item or area inspected will be checked either "All O.K." or alternatively with a report of condition noted and action taken. Inspection forms will be used immediately as follow-up reports to assure proper issuance of NCTAMS, work orders, and acceptance inspection to assure reported conditions are corrected. Airport Safety Inspection Report Forms should be retained for a period of six months. Generator and field lighting resistance tests should be made at least once per week.

Construction contractors, concessionnaires, and other activities and tenants on the airport will be initially and periodically briefed by the _____ (airport manager, director, or operator, etc.) on airport safety rules, regulations, and procedures (such as tower control) applicable to their activities. Regular periodic compliance checks will be scheduled by the _____ (owner or sponsor).

Preparation, issuance, and surveillance of airport safety seasonal and emergency procedures are the responsibility of the _____ (airport owner, manager, operator, supervisor, etc.) and are to be periodically revised and/or exercised when airport conditions so require. A sample operation and inspection instruction sheet follows (as used at a major airport):

AIRPORT SAFETY SELF-INSPECTION INSTRUCTIONS

1. Check weather conditions and weather hazards such as puddling, snow or ice on runways and taxiways. Check condition of runways and taxiways for broken surfaces, foreign objects, etc., observing proper aircraft parking, ramp obstructions, etc. Avoid driving over french drains.
2. Check field lighting--runway contact lights, taxiway lights, condenser discharge lights, and obstruction lights--both on and off the airport proper including the fuel storage area.
3. Coordinate snow removal activities by following prescribed procedures for obtaining final weather forecast, notifying airport management and assigned snow removal crew and maintaining liaison between field and tower personnel during snow removal operations.
4. Report all damage to airport property in airport operation areas on Form _____ "Accident Report." Route completed form to the _____. Immediately report any property damage in areas other than those specified above to the police desk officer for investigation and report.
5. Report all defective lighting fixtures or outages to the duty electrician.
6. Follow up requests and/or complaints. Check with management, maintenance or police for corrective action.
7. Check local weather with United States Weather Bureau forecasts before advising air carrier, etc., of runway closures or prior to cancelling existing NOTAMS.
8. Check with maintenance foreman for daily work schedules requiring the closing off of aircraft operational areas or interruptions of water, electricity, or other facilities. Notify the interested tenants and government agencies and monitor precautionary measures.
9. Clear work crews onto and out of aircraft operational areas. This includes airport, government, construction, or contractor and any other equipment and personnel.
10. Keep your relief posted on problem areas which may have arisen and require follow-up since his last tour of duty.

11. Check the following for good housekeeping:
 - a. Administration and terminal buildings.
 - b. Loading and off-loading areas.
 - c. Passenger tunnels and walkways and other areas frequented by the general public.
12. Check all air terminal highways and parking areas for lighting outages, holes in pavements, damaged road signs, etc. Significant items should be entered in a log book for extract to the general foreman the next day. Prepare work orders where needed.
13. Perform any recognized safety duties or actions even though not specified above but which may be recognized as required. In the absence of the manager and/or the assistant manager, the operations supervisor (duty supervisor) is in charge of all facilities at the airport.
14. Perform periodic (weekly or monthly) inspections of the areas surrounding the airport to determine that no structural hazard or other development is taking place which is or may become a hazard to air operations or result in conflict between the airport and its surrounding communities or property owners.