

## Appendix 2

## Surveillance Inspection Checklist:

<b>AERODROME STANDARDS DIRECTORATE</b>				
<b>SURVEILLANCE INSPECTION CHECK LIST</b>				
<p>Checklist broadly covers all areas of aerodrome operation, procedures &amp; facilities.</p> <p>Effort should be made to cover areas depending on the time allocated for the inspection and deficiencies to be reflected quoting the legislative reference of CAR/ guidance material.</p> <p>The level of findings (Level I or Level II) defined in the DGCA surveillance manual should be indicated for the each observations.</p>				
<b>NAME OF AERODROME :</b>				
<b>DATE OF INSPECTION :</b>				
<b>PHYSICAL CHARACTERISTICS:</b>		<b>CAR, SEC-4, Ser. B, Pt I / ICAO Ref.</b>	<b>OBSERVATIONS</b>	<b>Level</b>
<b>A</b>	<b>RUNWAY :</b>	3.1		
A.1	ORIENTATION OF ALL RUNWAY(S)	3.1.1		
A.2	SURFACE CONDITION (DEPRESSION, POT HOLE,	3.1.21		

	RUTTING):			
A.3	PROCESS TO NOTIFY FLIGHT CREW, A DESCRIPTION OF THE RUNWAY SURFACE CONDITIONS USING THE FOLLOWING TERMS: DAMP, WET AND STANDING WATER.	CAR para 2.9.5		
A.4	PROCESS TO NOTIFY INFORMATION THAT A RUNWAY OR PORTION THEREOF MAY BE SLIPPERY WHEN WET TO AIS? HAS THIS PROCESS BEEN INCLUDED IN AERODROME MANUAL?	CAR para 2.9.6		
A.5	SURFACE FRICTION/RUBBER DEPOSIT/ DATE OF LAST FRICTION TEST WITH COEFFICIENT VALUE:	5.1.23,Doc 9137 pt-8- chapter 7		
A.6	RUNWAY SLOPES:	3.1.12		
A.7	VISUAL MARKINGS ( TDZ, AIMING POINT, THR,C/L,SIDE STRIP , DESIGNATION, RET/ TWY LINKS ETC ) :	5.2		
A.8	BASIC STRIP ( FLUSHING , GRADING , OBSTACLE):	3.4,3.4.6,3.4.8		
A.9	LIGHTINGS ( THR, END, TDZ,C/L , RETIL):	5.3.8,5.3.11,5.3.13, 5.3.12,5.3.14		
A.10	SIGNAGES (INFORMATIVE / MANDATORY) :	5.4		

A.11	APPROACH LIGHTS ( SIMPLE/ CAT-I/II/III)	5.3.14		
A.12	PAPI (DATE OF LAST SURVEY):	5.3.24		
A.13	RESA :	3.5		
A.14	ANY OTHER OBSERVATION :			
<b>B</b>	<b>APRON :</b>	3.13		
B.1	SURFACE CONDITION (DEPRESSION, POT HOLE, RUTTING):	3.13.1		
B.2	VISUAL MARKINGS ( BREAK AWAY POINT,EDGE ,VEHICULAR LANE , TAXI LANE ,SAFETY LINE , EQPT PARKING AREA ETC) :	5.2, 5.2.14,		
B.3	LIGHTS : EDGE , FLOOD LIGTS ETC.:	5.3.23		
B.4	ILLUMINATION LEVEL ON APRON ( IN LUX):	5.3.1.10		
B.5	SIGNAGES (INFORMATIVE / MANDATORY) :	5.4.2,5.4.3		
B.6	PARKING STAND IDENTIFICATION / COORDINATES/DOCKING SYSTEM ( PAPA AGNIS / VDGIS ) / AEROBRIDGE ETC. :	5.2.13, 5.2.14		
B.7	EQUIPMENT PARKING AREA :	Doc 9137 pt-8-		

		10.6.1.1		
B.8	FOD COLLECTION SYSTEM :	Doc 9137 pt-8-10.6.3		
B.9	ANY OTHER OBSERVATION :			
<b>C</b>	<b>OPERATIONAL AREA :</b>			
C.1	BOUNDARY WALL :	9.10		
C.2	NORMAL AND EMERGENCY ACCESS ROUTES :	9.2.26-28		
C.3	SIGNAL SQUARE .WIND DIRECTION INDICATOR:	5.1		
C.4	COOLING OFF PIT :	BCAS requirement		
C.5	ISOLATION PARKING STAND :	3.14		
C.6	OBS. LIGHTS OF OBSTRUCTIONS / OBSTACLES :	6.1.1		
C.7	ARP & ITS MAINTENANCE :	9.5		
C.8	DRAINAGE :	Doc 9137 pt-9-chapter 5		
C.9	HOLDING POSITION MARKING (TWY , ROAD ETC):	5.2.10		
C.10	DEMARCATON OF LOCALIZER & GLIDE PATH SENSITIVE / CRITICAL AREAS :	CAR/9/E/I--3.8.2©		

C.11	ANY OTHER OBSERVATION :			
<b>D</b>	<b>TAXIWAYS :</b>	3.9		
D.1	MARKINGS ( C/L , EDGE , ITH ):	5.2.8, 5.2.11		
D.2	LIGHTS: EDGE, CENTER LINE (IF AVBL.) ETC :	5.3.17,5.3.16		
D.3	IS RUNWAY BEING USED AS PART OF A STANDARD TAXI – ROUTE; IF SO, IS RUNWAY PROVIDED WITH RUNWAY LIGHTS AS WELL AS TAXIWAY LIGHTS?	CAR para 8.2.3		
D.4	IS THE LIGHTING SYSTEM INTERLOCKED TO PRECLUDE THE POSSIBILITY OF SIMULTANEOUS OPERATION OF RUNWAY AND TAXIWAY LIGHTING ON SUCH RUNWAYS.	CAR para 8.2.3		
D.5	SURFACE CONDITION :	3.9.13,3.9.14		
D.6	STRIP :	3.11		
D.7	SIGNAGES ( INFORMATIVE / MANDATORY)	5.2.17,5.2.16		
D.8	ARE STOP BARS PROVIDED AT THE AERODROME, ARE THEY CONTROLLED BY AIR TRAFFIC SERVICES	CAR para 5.3.20.1-5.3.20.12		

D.9	ARE THE STOP BARS SPECIFIED AS COMPONENTS OF AN ADVANCED SURFACE MOVEMENT GUIDANCE AND CONTROL SYSTEM AT AIRPORT	CAR para 5.3.20.1-5.3.20.12		
D.10	ARE STOP BAR PROVIDED AT EVERY RUNWAY - HOLDING POSITION SERVING A RUNWAY WHEN IT IS INTENDED THAT THE RUNWAY WILL BE USED IN RUNWAY VISUAL RANGE LESS THAN A VALUE OF 550 M	CAR para 5.3.20.1-5.3.20.12		
D.11	IF NOT, HAS THE AERODROME OPERATOR HAS ENSURED APPROPRIATE AIDS, PROCEDURES FOR PREVENTING INADVERTENT INCURSIONS OR LIMITATION ON NUMBER OF AIRCRAFT / VEHICLES IN MANEUVERING AREA	CAR para 5.3.20.1-5.3.20.12		
D.12	DOES THE LIGHTING CIRCUIT DESIGNED SO THAT STOP BARS LOCATED ACROSS ENTRANCE TAXIWAYS ARE SELECTIVELY SWITCHABLE; I.E. INTERLOCKED WITH THE TAXIWAY CENTER LINE LIGHTS SO THAT WHEN THE CENTER LINE LIGHTS BEYOND THE STOP BAR ARE ILLUMINATED THE STOP BAR IS	CAR para 5.3.20.1-5.3.20.12		

	EXTINGUISHED AND VICE VERSA.			
D.13	ANY OTHER OBSERVATION :	5.2.13,5.2.14		
<b>E</b>	<b>ARFF :</b>	9		
E.1	CATEGORY :	9.2.5,9.2.6		
E.2	EQUIPMENTS OF RESCUE & FIRE FIGHTING :	9.2.20,9.2.38, Doc 9137 pt-8- 17.1.2©		
E.3	EXTINGUISHING AGENTS :	9.2.8		
E.4	SOPS :	AD AC-1		
E.5	TRAININGS/ DRILL ( FULL SCALE & TABLE TOP EMERGENCY EXERCISE ) :	9.2.34,9.2.35,Doc 9137 pt-7-13.2		
E.6	DOES THE ARFF MEET THE RESPONSE TIME OF 2 MIN ON ANY POINT OF EACH OPERATIONAL RUNWAY AND 3 MIN ON ANY OTHER PART OF MOVEMENT AREA?	CAR para 5.3.20		
E.7	DO THE RESPONSE CHECKS ARE CARRIED OUT ON REGULAR BASIS, WHAT IS THE PERIODICITY AND DOES ARFF MAINTAIN SUCH RECORDS ALONG WITH CONDITIONS OF	CAR para 5.3.20		

	SUCH RESPONSE CHECKS?			
E.8	COMMUNICATION SYSTEMS :	9.2.31,9.2.32		
E.9	RESCUE RESOURCES , EXTINGUISHING AGENTS, WATER STORAGE :	9.2.19,9.2.20/ 9.2.8/ 9.2.14,9.2.15		
E.10	HYDRANT SYSTEM :	Doc 9137 pt-8- 17.7.2		
E.11	MAINTENANCE OF RECORDS( LOG BOOKS, VEHICLE, DRILL ETC) :	Aerodrome Manual		
E.12	ANY OTHER OBSERVATION :	9.2.38		
<b>F</b>	<b>AERODROME INFORMATION (AD 2) :</b>			
F.1	DATE OF PUBLICATION :	Doc 9137 pt-8- Chapter 2		
F.2	ADEQUACY OF INFORMATION :	Doc 9137 pt-8- Chapter 2		
F.3	CURRENT NOTAM'S :	Doc 9137 pt-8- Chapter 2		
F.4	OPERATIONAL RESTRICTIONS, IF ANY :	AIP		
F.5	ANY OTHER OBSERVATION :			



<b>G</b>	<b>AERODROME OPERATIONS :</b>			
G.1	AERODROME MANUAL :	1.4.4		
G.1.1	IS AERODROME MANUAL ASSESSED FOR COMPLETENESS, SUITABILITY AND ACCURACY TO ASCERTAIN THE ORGANIZATIONAL COMPETENCE?	Doc 9774 3B.2, 3C Sect. C		
G.1.2	DOES AERODROME OPERATOR REVIEWS AERODROME MANUALS PERIODICALLY TO CHECK THEIR AMENDMENT REQUIREMENT.	GM Doc 9774 3.2, 3C.4, App. 1		
G.2	SOPS FOR OPERATIONS AND MAINTENANCE :	Aerodrome Manual		
G.3	AIRPORT EMERGENCY PLAN :	9.1, Doc 9137 pt-7		
G.4	ANTIHIJACKING PLAN :	Doc 9137 pt-7		
G.5	BOMB THREAT CONTINGENCY PLAN :	Doc 9137 pt-7		
G.6	OBSTACLE REGULATION & CONTROL PROCEDURES :	GSR 751, Doc 9137 pt-6, pt-8-chapter 12		
G.7	COORDINATION BETWEEN ATM & AERODROME OPERATIONS :	2.13, Doc 9137 pt- 8-1.4		

G.8	WILD LIFE CONTROL MECHANISM :	9.4,Doc 9137 pt-8- chapter 9		
G.9	AEMC MEETING & ACTION ITEMS :	AD AC-1		
G.10	CONSTRUCTION/ DEVELOPMENT ACTIVITIES :	Doc 9137,pt 8- chapter 8		
G.11	A CLOSED MARKING SHALL BE DISPLAYED ON A RUNWAY OR TAXIWAY, OR PORTION THEREOF, WHICH IS PERMANENTLY OR TEMPORARILY CLOSED TO THE USE OF ALL AIRCRAFT. HAS THE AERODROME OPERATOR DEVELOPED PROCEDURE FOR OBLITERATION OF MARKING, NON-USABILITY OF AGL AND USAGE OF UNSERVICEABILITY LIGHTS?	CAR para 7.1.1 - 7.1.8		
G.12	OBSTACLE CONTROL PROCEDURE :	Doc 9137,pt6 Chapter 4		
G.13	CONTROL & COMPLIANCE OF OBSTRUCTIONS, DATE OF LAST SURVEY CARRIED :	Doc 9137 pt 8- chapter 12		
G.14	AERODROME CHARTS : GRID MAP , ZONING MAP, TYPE A & B, DATE OF PUBLICATION,;	Doc 9137,pt 7- chapter 7, Doc 9137,pt 8- 12.6,15.5		

G.15	LICENCING COMPLIANCE SYSTEM & AVAILABILITY OF EQUIPMENTS FOR STNDARDISATION :	AD AC No.2		
G.16	STAND BY POWER SUPPLY FOR ESSENTIAL SERVICES :	Doc 9137,pt9-3.3.8		
G.17	FOLLOW ME / OPS. JEEP :	Doc 9137,pt-8-2.2-3.2		
G.18	DOES THE PROCESS FOR VEHICULAR CONTROL AND DRIVER'S TRAINING REQUIREMENT MEETS THE PROVISIONS OF CAR.?	9.7.1 to para 9.7.5		
G.19	ANY OTHER OBSERVATION :			
<b>H</b>	<b>SAFETY MANAGEMENT SYSTEM :</b>	1.5		
H.1	SAFETY MANAGEMENT MANUAL :	Doc 9859		
H.2	SAFETY MANAGER AND SYSTEMS FOR IMPLEMENTATION :	Doc 9859-8.6,10.1-10.6		
H.3	STATUS OF IMPLEMENTATION :	Doc 9859-chapter 10		
H.4	COMPLIANCE OF SMS :	Doc 9859-chapter 8&9		
H.5	ANY OTHER OBSERVATION :			

<b>I</b>	<b>AVAILABILITY &amp; ADEQUACY OF TRAINED MANPOWER FOR AERODROME OPERATIONS :</b>			
I.1	AERODROME OPERATIONS :	Doc 7192-AN/857,part E-2		
I.2	ARFF :	9.2.36,Doc 9137 pt-8-17.6		
I.3	MAINTENANCE :	Doc 9137 pt 9-1.5.7		
I.4	ANY OTHER OBSERVATION :			
<b>J</b>	<b>ATC :</b>			
J.1	SERVICES PROVIDED / UNIT :	CAR/9/E/I-3.2		
J.2	COMMUNICATION FACILITIES : VHF, TELEPHONE, DSC , FIRE ALARM , ALDEIS LAMP, ETC. :	Doc 9137 pt 7-12.2.3, CAR/9/E/I--6.2		
J.3	AVAILABILITY OF RELEVANT ICAO DOCS, ATS CIRCULARS, AICS, NOTAMS, DGCA- CARS :	CAR/9/E/I- chapter 7		
J.4	DISPLAY OF LANDING, INSTRUMENT APPROACH , AERODROME CHARTS, GRID MAP ETC. :	Doc 9426		
J.5	AVAILABILITY OF UPDATED DOCS REGARDING : AEP ,	Doc 9426		

	BOMB THREAT, SEARCH & RESCUE, AIR SAFETY CIRCULARS TO DEAL WITH THE SITUATION IN THE EVENT OF AIRCRAFT INCIDENT / ACCIDENT ETC. :			
J.6	DISPLAY OF THE LIST OF MEDICAL PRECTIONERS, WHO SHOULD BE AVAILABLE IN CASE OF AN EMERGENCY, TOGETHER WITH THEIR ADDRESSES & TELEPHONE NUMBERS IN THE CONTROL TOWER :	Doc 9426		
J.7	RWY LIGHTING AND REMOTE STATUS INDICATOR OF NAV. AIDS :	Doc 9426		
J.8	ANY OTHER OBSERVATION :			
<b>K</b>	<b>COMMUNICATION/NAVIGATION FACILITIES :</b>			
K.1	NAV FACILITIES (NDB/DVOR/MSSR/ILS)	Sec 4, Series -X, part 1		
K.2	SERVICEABILITY / RELIABILITY STATUS OF NAVIGATIONAL AIDS:	Sec 4, Series -X, part 1		
K.3	SERVICEABILITY / RELIABILITY STATUS OF AIR GROUND COMMUNICATION FACILITIES ( VHF,HF ETC ), INTER UNIT COMMUNICATION :	Sec 4, Series -X, part 1		

K.4	GROUND / AIR CALIBRATION STATUS OF NAVIGATION AID DVOR , ILS, SMR , ASMGCS :	Sec 4, Series -X, part 1		
K.5	CHECK QUALITY OF RECORDING :	CAR/9/E/I-6.2-6.4		
K.6	ANY OTHER OBSERVATION :			
<b>L</b>	<b>METEOROLOGY :</b>			
L.1	FACILITIES – CLASS I/ II/III :	CAR/9/M/I-- chapter 2		
L.2	SERVICES PROVIDED AND THEIR ADEQUACY :	CAR/9/M/I-- chapter 2		
L.3	MET REPORTS :	CAR/9/M/I-- chapter 4		
L.4	TIMELY DISSEMINATION :	CAR/9/M/I-- chapter 4		
L.5	ANY OTHER OBSERVATION :			
<b>M</b>	<b>PASSENGER FACILITATION :</b>			
M.1	CAPACITY & ADEQUACY OF TERMINAL BUILDING :	Doc 9137,pt 9- chapter 9		
M.2	DRINKING WATER :	Doc 9137,pt 9- chapter 9		
M.3	COMMUNICATION/PA SYSTEM :	Doc 9137,pt 9- chapter 9		

M.4	AIR CONDITION/VENTILATION :	Doc 9137,pt 9- chapter 9		
M.5	GRIEVANCES REDRESSAL MECHANISM :	Aerodrome manual		
M.6	AVAILABILITY & ADEQUACY OF TRAINED MANPOWER :	Doc 9137,pt7, Doc 9137,pt 8-17.6		
M.7	FACILITIES FOR PHYSICALLY CHALLENGED PERSON :	Sec3, Series M, pt 1		
M.8	AVAILABILITY OF FIRE FIGHTING SYSTEM / EQUIPMENTS:	Doc 9137,pt 9- 9.1.4		
M.9	MEDICAL FIRST AID FACILITIES:	Doc 9137,pt 7- Appendix 3		
M.10	CHECK IN COUNTERS/ WEIGHING SCALE	Aerodrome Manual		
M.11	BAGGAGE MAKE UP/BREAK UP AREA	Doc 9137,pt 9-9.7		
M.12	ANY OTHER OBSERVATION :			
<b>N</b>	<b>LICENSING CONDITIONS:</b>			
N.1	PROGRESS AS PER ACTION PLAN ON LICENSING CONDITIONS	CAR/4/F/I para 6.3		
N.2	STATUS OF EXEMPTIONS GRANTED TO AERODROME.	CAR/4/F/I para 6.4		

<b>REMARKS :</b>	
<b>LIST OF OBSERVATION :</b>	
	<b>SIGNATURE OF INSPECTING OFFICER :</b>