

APPENDIX (8)**AERODROME MANAGEMENT - SAFETY PROGRAMMES****1. The Aerodrome Operator shall:**

1.1 The Aerodrome Operator shall establish a safety management system acceptable to CARC that includes the requirement to participate in relevant Aerodrome - Safety Management Programmes such as:

- a) Runway safety teams;
- b) Apron safety;
- c) FOD prevention; and
- d) Low visibility operations programs.

1.2 Coordinate and promote the exchange of information and the joint investigation of occurrences, serious incidents and accidents, with organizations operating or providing services at the aerodrome.

1.3 The Aerodrome Operator shall establish, coordinate and lead local safety committees, including a Local Runway Safety Team, dealing in particular with runway safety, apron safety, and the safety of the operations at the aerodrome in general. All relevant organizations operating or providing services at the aerodrome shall participate in such safety committees.

1.4 The local safety committees shall be supported by Terms of Reference and convene regularly, identify and review local safety issues, examine possible solutions and need for action. Minutes of such meetings shall be kept. Details relevant to the composition, structure, function, purpose and output of local safety committees should be included in the Aerodrome Manual.

2. Aerodrome Management Safety Programmes

The Aerodrome Operator should:

2.1 Identify Hot Spots or potential Hot Spots at the aerodrome.

Note: See Definitions, paragraph 139.3 definitions for definition of Hot Spot.

2.2 Once Hot Spots have been identified at an aerodrome, suitable strategies should be implemented to remove the hazard or when this is not immediately possible, to manage and mitigate the risk, including the publication of hot spot charts in the Aeronautical Information Publication.

3. Maneuvering Area/Apron Safety Committee

3.1 The Aerodrome Operator shall establish a Maneuvering Area/Apron Safety Committee(s);

3.2 The Maneuvering Area/Apron Safety Committee(s) shall have an advisory role to the Aerodrome Operator;

3.3 Management of Maneuvering Area/Apron Safety Committee(s):

The Maneuvering Area/Apron Safety Committee(s) shall be:

- a) chaired by an Aerodrome Operator's official, responsible for aerodrome operations; and
- b) be attended by the Aerodrome Operator's Safety Manager.

3.4 Composition of Maneuvering Area/Apron Safety Committee(s)

Participation shall include, but not limited to representatives of:

- a) aerodrome users active in flight operations;
- b) aircraft ground handling services providers;
- c) rescue firefighting services;
- d) aerodrome emergency services;
- e) aerodrome operations;
- f) aerodrome wildlife management;
- g) aerodrome maintenance; and
- h) air navigation service provider(s).

3.5 Tasks of Maneuvering Area/Apron Safety Committee(s)

The tasks of the Maneuvering Area /Apron Safety Committee(s) shall be:

- a) to receive and evaluate reports on operational safety issues;
- b) to receive reports and statistical information on accidents and incidents, and propose solutions;
- c) to advise on Movement Area/apron safety issues such as:

- promotion of apron safety discipline;
- FOD prevention;
- developing measures for safety operations;
- considering actions to resolve Movement Area safety problems;
- apron equipment issues;
- attention to vehicle traffic issues;
- new and/or updated safety instructions;
- personal protective clothing/equipment issues;
- methods to develop and promote apron safety awareness initiatives;
- proposed aerodrome works;
- proposed changes/developments to the Movement Area;
- standard operating procedures; and
- heat, stress and fatigue, etc.

4. Local Runway Safety Team

4.1 Context

As part of its runway safety programme, the Aerodrome Operator shall establish and lead a Local Runway Safety Team and act on local runway safety issues, including runway incursion prevention.

4.2 Local Runway Safety Team Composition

Participation shall include representatives from all interested parties with direct involvement in runway operations at the aerodrome, including, but is not limited, to:

- a) aerodrome operations;
- b) aerodrome engineering and maintenance;
- c) air navigation service providers;
- d) aircraft operators that operate on the aerodrome;

- e) rescue firefighting services;
- f) aerodrome emergency services; and
- g) drivers having access on the maneuvering area.

4.3 Local Runway Safety Team Role

The role of the Local Runway Safety Team should be to advise the appropriate management on potential runway safety issues and to recommend mitigating measures.

4.4 Local Runway Safety Team Tasks

The Local Runway Safety Team may have the following tasks:

- a) Identification of potential runway safety issues, including the need for the establishment of hot spots or other problem areas at the aerodrome and the review of the relevant entries of the AIP. This may be undertaken through the assessment of hazards and past events;
- b) developing and running local awareness campaigns that focus on local issues, for example, producing and distributing local hot spot maps, or other guidance material considered as necessary;
- c) assisting in verifying that communications between air traffic controllers, pilots and vehicle drivers are satisfactory and recommend educational training or procedural initiatives as required;
- d) making observations on a regular basis in different weather and light conditions to assess whether all visual aids are adequate and understandable by all parties concerned, or identify potential aerodrome design issues;
- e) understanding the operating difficulties of personnel working in other areas, and recommending areas for improvement;
- f) development of joint training programmes on runway incursion prevention;
- g) provide advice prior to the implementation of changes to the aerodrome to identify potential for runway incursion;
- h) review and implement recommendations as appropriate from CARC Guidance Material Runway Incursions Prevention Program.
- i) monitor the number, type and severity of runway safety events including incursions and excursions; and

- j) periodically review airfield compliance issues, alternative means of compliance or deviations related to the runway.

4.5 Strategies to manage and mitigate the risk from hot spots, depending on the case, may include, but are not limited to:

- a) awareness campaigns;
- b) additional visual aids (signs, markings, and lighting);
- c) establishment of alternative routings;
- d) introducing changes to the design of parts of the aerodrome; and
- e) the mitigation of blind spots in the aerodrome control tower.

4.6 Aerodrome charts showing hot spots should be produced locally, checked regularly for accuracy, revised as needed, distributed locally, and published in the AIP.