

AIRPORT AUDIT TOOL

The Airport Audit Tool is designed to assist operators in identifying current and potential hazards related to airport operations that are not readily apparent during the crew's routine preflight preparations. Schedulers and flight crewmembers can use this checklist to gather information that will provide a better understanding of the destination airport, whether it is a routine stop or new to the flight department. The completed report should be saved in-house (electronically or on paper) for review prior to future visits to that airport.

About 75 percent of the checklist can be completed prior to the first visit to the airport using standard sources such as the FAA Airport/Facility Directory or commercially available airport data sources. This information can be gathered by the scheduler, flight crew or anyone familiar with such resources.

Airport Facility Directory:

www.faa.gov/air_traffic/flight_info/aeronav/digital_products/dafd/

The remaining information will be available only upon the first visit to the airport. Prior arrangements should be made to meet with the airport manager or other representative. If possible, arrange for a tour of the airport surface and perimeter for better examination of taxiway and runway conditions, signage and perimeter fencing. Detailed observations should be noted on the form and saved for future reference.

Flight crewmembers may initially not be familiar with the standards expected for some items on the checklist. After two or three uses of the form, however, pilots will become accustomed to its use and be better able to recognize unsuitable conditions.

Use of the form will vary by department, as some will want a detailed review of all destination airports while others will use it only for first-time destinations. All airports subject to review by the flight department should be reassessed periodically – at least annually for destinations visited infrequently and biannually for well-known airports.

The Airport Audit Tool was developed by the NBAA Safety Committee. Questions or comments related to use of this form can be forwarded to NBAA Safety Committee staff liaison Mark Larsen at (202) 737-4473 or mlarsen@nbaa.org.

Non-Highlighted Sections Complete Prior to Airport Visit

Blue Highlighted Sections Complete Upon Airport Visit and Inspection

AIRPORT MANAGEMENT

Airport name: _____

Airport city: _____

Airport identifier _____ 139 certificated: Yes No

Airport manager name: _____

Address: _____

Phone: _____ Email: _____

Is there an Airport Operations Manual/SOP? Review. *(Not common for not-certificated airports, but a plus.)* _____

Is there an Airport Wildlife Hazard Management Plan? Include date. _____

When was the last wildlife hazard assessment? _____

By whom? _____

Bird/wildlife reporting procedures in place: _____

Active bird/wildlife mitigation on field: _____

AIRPORT OPERATIONS

Airport elevation: _____

Attach an airport diagram.

Runway incursion hot spots: _____

Ramp/parking limitations (*space, W/B capacity*): _____

Days/hours airport staffed: _____

Longest Runway

Length and width: _____

Overrun: Yes No

EMAS: Yes No

Traffic pattern altitude: LH RH

Slope: Up Down

Direction: _____

Crowned: Yes No

Grooved: Yes No

Lighting: Yes No

VASI/PAPI: Yes No

Taxiway full length: Yes No

Lighted: Yes No

Weight/bearing capacity: _____

Obstructions (either end): _____

Terrain (within 25 nm): _____

Climb gradient required: _____

Secondary Runway

Length and width: _____

Overrun: Yes No

EMAS: Yes No

Traffic pattern altitude: LH RH

Slope: Up Down

Direction: _____

Crowned: Yes No

Grooved: Yes No

Lighting: Yes No

VASI/PAPI: Yes No

Taxiway full length: Yes No

Lighted: Yes No

Weight/bearing capacity: _____

Obstructions (either end): _____

Terrain (within 25 nm): _____

Climb gradient required: _____

Air Traffic Control Tower

Hours: _____

Non-Federal Contract Tower (NCFT): Yes No

Radar: Yes No

If no tower, CTAF: Yes No

Local VFR reporting points for traffic awareness: _____

Approach Control / Enroute Center

Hours: _____

Radar: Yes No Altitude floor: _____

If Air Traffic Control Tower closed / not available:

Remote communications to ATC: _____

Altitude floor of communications: _____

APPROACH PROCEDURES

Precision (note to what runways and minimums): _____

Non-precision: _____

RNAV: _____

Approval required (AR): _____

Weather reporting (Human or AWOS? Is forecast available?): _____

NOTAMs available: Yes No

FOD control program: Yes No Describe: _____

Noise abatement procedures: _____

Construction planned or in progress: _____

Airport Security

Police department: Yes No

Hired security force: Yes No

Regular patrols: Yes No

Emergency Response

On-site ARFF: Yes No

On-site city FD: Yes No

Off-site city FD: Yes No How far away? _____

Other Flight Activity (Note extent of activity & operational impact.)

Flight training: _____

Sail planes: _____

Sky diving: _____

High rotorcraft activity: _____

High military activity: _____

AIRPORT SURFACE INSPECTION

Ramp, Taxiways, Runways

Painted markings (*quality and clarity*): _____

Potholes, cracks, spalling: _____

Rubber in landing (*How often cleared?*): _____

Puddles: _____

Lighting and signage: _____

Safety areas (*along sides & ends of runway*): _____

Storm drainage: _____

Obstructions: _____

Perimeter fencing: _____

FBO OPERATIONS

Preferred FBO (by our company)

Hold Harmless Agreement: _____

FBO manager name: _____

Contact information: _____

Days/hours of operation: _____

On-site crew car, rental car, limo, etc: _____

Line service staffing/turnover: _____

Training/NATA Safety 1st *(examine records)*: _____

Fuel flowage *(gal./month or year)*: _____

Fuel farm/inspection *(examine insp. log)*: _____

Fuel truck/inspection *(examine insp. log)*: _____

Towing equipment/procedures *(Do they have proper equipment for your aircraft?)*: _____

Do they service the airlines? *(may incur delays)* Yes No

Passenger lounge: Yes No

Catering: Yes No

Hangar storage: Yes No

Deicing capability: Yes No

Maintenance capability: Yes No

FBO OPERATIONS

Secondary FBO, if any

Hold Harmless Agreement: _____

FBO manager name: _____

Contact information: _____

Days/hours of operation: _____

On site crew car, rental car, limo, etc: _____

Line service staffing/turnover: _____

Training/NATA Safety 1st (*examine records*): _____

Fuel flowage (*gal./month or year*): _____

Fuel farm/inspection (*examine insp. log*): _____

Fuel trucks/inspection (*examine insp. log*): _____

Towing equipment/procedures (*Do they have proper equipment for your aircraft?*): _____

Do they service the airlines? (*may incur delays*) Yes No

Passenger lounge: Yes No

Catering: Yes No

Hangar storage: Yes No

Deicing capability: Yes No

Maintenance capability: Yes No