	<p style="text-align: center;">AIR NAVIGATION SERVICES AND AERODROME DIVISION AERODROME MANUAL COMPONENTS CHECKLIST</p>	<p style="text-align: center;">CAAM/ANSA/AM/1</p>
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About this Form:

This supplemental form is approved by the Civil Aviation Authority Of Malaysia (CAAM) for the issuance of a aerodrome certificate. The form is shall act as checklist to operators developing their aerodrome manual.

GUIDELINES FOR COMPLETING THIS APPLICATION FORM

All applicants shall fill all sections of this form that are applicable to the operator. If there is any additional explanation(s) required, the remarks column is to be filled up by the operator .

All information will be used to assess if the applicants aerodrome manual meets all the standards and requirements as laid down in Civil Aviation (Aerodrome Operations) Regulation 2016 and relevant Civil Aviation Directives. An incomplete, poorly prepared or inaccurate form may:

- Result in rejection of the aerodrome manual
- Result in delays
- Result in a refusal to issue the certificate of aerodrome.

Please remember it is an offence to make a false declaration in this form in accordance with Regulation 164 of the Civil Aviation Regulations 2016 (MCA 2016)

If the form is filled by hand, use block letters and either a black or blue ballpoint pen. Some questions contain check boxes or columns to be ticked, Annotate with a ✓ where appropriate. This information is used by the ASI when going through the application package.




Aerodrome Manual Components Checklist .

1. Introduction

Note.— This section will contain a short explanation of the general terms used in the aerodrome manual including job titles and abbreviations.

Components		✓	REMARKS
a) Purpose of the aerodrome manual.	YES		
	NO		
	N/A		
b) Legal position regarding aerodrome certification as contained in the applicable regulation.	YES		
	NO		
	N/A		
c) Distribution of the aerodrome manual	YES		
	NO		
	N/A		
d) Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed.	YES		
	NO		
	N/A		
e) Checklist of pages.	YES		
	NO		
	N/A		
f) Preface by license holder.	YES		
	NO		
	N/A		

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		✓	REMARKS
g) Table of contents.	YES		
	NO		
	N/A		
h) Glossary of terms	YES		
	NO		
	N/A		


2. Technical Administration			
Components		✓	REMARKS
a) Name and address of the aerodrome.	YES		
	NO		
	N/A		
b) Name and address of the aerodrome operator.	YES		
	NO		
	N/A		
c) The name of the accountable executive	YES		
	NO		
	N/A		



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3. Description of aerodrome (aerodrome characteristic)			
Components		✓	REMARKS
a) Details of the following: <ul style="list-style-type: none"> i. latitude and longitude of the aerodrome reference point in World Geodetic System 1984 (WGS-84) format; ii. elevations of: <ul style="list-style-type: none"> • aerodrome • apron 	YES		
	NO		
	N/A		
b) Plans showing the position of the aerodrome reference point, layout of the runways, taxiways and aprons; the aerodrome markings and lighting (including the precision approach path indicator (PAPI), the visual approach slope indicator system (VASIS) and obstruction lighting); and the siting of navigation aids within the runway strips. It will not be necessary for these plans or the information called for in subparagraphs c) to f) below to accompany all copies of the aerodrome manual, but they are to be appended to the license holder's master copy and to the copy kept with the State regulator. Operating staff are to be provided with scaled-down copies or extracts of plans relevant to their duties	YES		
	NO		
	N/A		
c) Description, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are noted in the aeronautical publications.	YES		
	NO		
	N/A		

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d) Procedures for ensuring that the plans are up to date and accurate.	YES		
	NO		
	N/A		
e) Data for, and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.	YES		
	NO		
	N/A		
f) Details of the surfaces, dimensions and classification or bearing strengths of runways, taxiways and aprons.	YES		
	NO		
	N/A		

4. List of authorised deviation. (if applicable) <i>Note. – if any, fill in the components coloumn and proceed accordingly. If insufficient space, usage of additional sheets are permitted.</i>			
Components		✓	REMARKS
	YES		
	NO		
	N/A		



5. Introduction			
5.1 Promulgation of aeronautical information			
Components		✓	REMARKS
The system of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements.	YES		
	NO		
	N/A		
5.2 Control access			
Control of access to the aerodrome and its operational areas, including the location of notice boards, and the control of vehicles in the operational areas.	YES		
	NO		
	N/A		
5.3 Emergency Planning			
a) The aerodrome operator's arrangements in response to an emergency. These arrangements should take account of the complexity and size of the aeroplane operations	YES		
	NO		
	N/A		
b) Description of actions to be taken by the aerodrome operator as part of plans for dealing with different emergencies occurring at the aerodrome or in its vicinity.	YES		
	NO		
	N/A		
c) Contact list of organizations, agencies and persons of authority	YES		
	NO		
	N/A		
d) Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency.	YES		
	NO		
	N/A		



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Components		✓	REMARKS
e) Reporting mechanism in the event of emergency.	YES		
	NO		
	N/A		
f) Details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests.	YES		
	NO		
	N/A		
g) Details of the exercises to test emergency plans, including the frequency of those exercises.	YES		
	NO		
	N/A		
h) Arrangements for personnel training and preparation for dealing with emergencies.	YES		
	NO		
	N/A		



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5.4 Rescue and Fire Fighting (RFF) services			
Components		✓	REMARKS
a) Policy statement on the RFF categories to be provided.	YES		
	NO		
	N/A		
b) Where the senior aerodrome fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the aerodrome manual.	YES		
	NO		
	N/A		
c) Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of any depletion.	YES		
	NO		
	N/A		
d) At aerodromes where a higher category of RFF is available by prior arrangement, the aerodrome manual should clearly state the actions necessary to upgrade the facility. Where necessary, this should include actions to be taken by other departments.	YES		
	NO		
	N/A		
e) The aerodrome operator's objectives for each RFF category provided should be defined, including a brief description of: <ul style="list-style-type: none"> • amounts of extinguishing agents provided; • discharge rates; • number of foam-producing appliances; • manning levels; • levels of supervision. 	YES		
	NO		
	N/A		



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f) Procedures for: <ul style="list-style-type: none"> • monitoring the aeroplane movement areas for the purpose of alerting RFF personnel; • indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained; • indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected 	YES		
	NO		
	N/A		
g) Where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, and appliances with aerial capability, details should be included in the aerodrome manual. Procedures to be followed if these facilities are temporarily unavailable should also be included.	YES		
	NO		
	N/A		
h) Where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome (perhaps water rescue), policies or letters of agreement should be included in the aerodrome manual. Where necessary, contingency plans in the event of non-availability should be described	YES		
	NO		
	N/A		



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<p>i) A statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the following:</p> <ul style="list-style-type: none"> • realistic fuel fire training; • breathing apparatus training in heat and smoke; • first aid; • low visibility procedures (LVP); • any legal requirements; • health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment. 	YES		
	NO		
	N/A		
<p>j) Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed. Where difficult environs exist, the aerodrome manual should indicate how these are to be accessed.</p>	YES		
	NO		
	N/A		
<p>k) Where local authorities or the aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aeroplane RFF responses should be included.</p>	YES		
	NO		
	N/A		
<p>l) Where the aerodrome operator expects the RFF facility to respond to aeroplane accidents landside, the policy should be clearly described, including procedures to manage the effects on continued aeroplane operations.</p>	YES		
	NO		
	N/A		



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m) The availability of additional water supplies should be described	YES		
	NO		
	N/A		
n) Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP.	YES		
	NO		
	N/A		
5.5 Inspection of the movement area			
a) Routine aerodrome inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections.	YES		
	NO		
	N/A		
b) Inspecting the apron, runways and taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.	YES		
	NO		
	N/A		
c) Sweeping of runways, taxiways and aprons.	YES		
	NO		
	N/A		
d) Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways.	YES		
	NO		
	N/A		



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<p>e) Assessment and promulgation of runway surface conditions:</p> <ul style="list-style-type: none"> • details of inspection intervals and times; • completion and effective use of an inspection checklist; • arrangements and methods for carrying out inspections on FOD, lighting, pavement surface, grassing; • arrangements for reporting the results of inspections and for follow-up; • arrangements and means of communication with air traffic control during an inspection; • arrangements for keeping an inspection logbook and the location of the logbook 	YES		
	NO		
	N/A		



5.6 Maintenance of the movement area			
a) Promulgation of information on the aerodrome operational state, temporary withdrawals of facilities, runway closures, etc.: <ul style="list-style-type: none"> • arrangements for maintaining the paved areas, including the runway friction assessments; • arrangements for maintaining the unpaved runways and taxiways; • arrangements for maintaining the runway and taxiway strips; • arrangements for maintaining aerodrome drainage; • arrangements for maintaining the visual aids, including the measurement of intensity, beam spread and orientation of lights; • arrangements for maintaining the obstacle lighting; • arrangements for reporting and action taken in the event of failure or unsafe occurrence 	YES		
	NO		
	N/A		
5.7 Hazardous metrological conditions			
a) Description of the procedures	YES		
	NO		
	N/A		



5.8 Visual aids			
a) Responsibilities with respect to the aerodrome ground lighting system.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
b) A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
c) Procedures for operational use and brilliancy settings of the lighting system	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
d) Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
e) Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
f) The location of and responsibility for obstacle lighting on and off the aerodrome.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
g) Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	

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h) The control of work, including trenching and agricultural activity, which may affect the safety of the aeroplane.	YES		
	NO		
	N/A		


5.9 Apron Management			
Components		✓	REMARKS
a) Arrangements between air traffic control, the aerodrome operator and the apron management unit.	YES		
	NO		
	N/A		
b) Arrangements for allocating aeroplane stands.	YES		
	NO		
	N/A		
c) Arrangements for initiating engine start and ensuring clearance of aeroplane pushback.	YES		
	NO		
	N/A		



5.10 Apron Safety Management			
e) Means and procedures for jet blast protection.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
f) Arrangements of safety precautions during aeroplane refuelling operations	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
g) Arrangements for apron sweeping and cleaning.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
h) Arrangements for reporting incidents and accidents on an apron.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
i) Arrangements for assessing the safety compliance of all personnel working on the apron.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
j) Arrangements for the use of advanced visual docking systems, if provided.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	



5.11 Vehicles on the movement area			
a) Details of the applicable traffic rules (including speed limits and the means of enforcing the rules).	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
b) Method and criteria for allowing drivers to operate vehicles on the movement area.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
c) Arrangements and means of communicating with air traffic control.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
d) Details of the equipment needed in vehicles that operate on the movement area.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
5.12 Wildlife Hazard Management			
a) Arrangements and method for dispersal of bird and other wildlife.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
b) Measure to discourage birds and other wildlife.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
c) Arrangements for assessing wildlife hazards.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	

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d) Arrangements for implementing wildlife control programmes.	YES		
	NO		
	N/A		

5.13 Obstacle			
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a) Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).	YES		
	NO		
	N/A		
b) Arrangements for controlling new developments in the vicinity of aerodromes.	YES		
	NO		
	N/A		
c) The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.	YES		
	NO		
	N/A		
d) Arrangements for removal of an obstacle.	YES		
	NO		
	N/A		

5.14 The removal of disabled aeroplane			
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a) Details of the capability for removal of a disabled aeroplane.	YES		
	NO		
	N/A		
b) Arrangements for removing a disabled aeroplane, including the reporting and notifying procedures and liaison with ATC	YES		
	NO		
	N/A		



5.15 Dangerous Goods			
a) Arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods	YES		
	NO		
	N/A		
5.16 Low Visibility Operations			
a) Obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility.	YES		
	NO		
	N/A		
b) Protection of runways during LVP if such operations are permitted.	YES		
	NO		
	N/A		
c) The arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area.	YES		
	NO		
	N/A		
5.17 Protection of sites for Radar, Navigation aids and Metrological equipment			
a) Description of the areas to be protected and procedures for their protection.	YES		
	NO		
	N/A		




6. Safety Management System (SMS)			
a) Safety policy.	YES		
	NO		
	N/A		
b) Operator's structure and responsibility. This should include: <ul style="list-style-type: none"> • the name, status and responsibilities of the accountable executive; • the name, status and responsibilities of the safety manager; • the name, status and responsibilities of other senior operating staff; • the name, status and responsibilities of the official in charge of day-to-day operations; • instructions as to the order and circumstances in which the above-named staff may act as the official in charge or accountable executive; • an organizational chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibility for safety management. 	YES		
	NO		
	N/A		
c) Training.	YES		
	NO		
	N/A		
d) Complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.	YES		
	NO		
	N/A		



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e) Hazard analysis and risk assessment.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
f) The management of change	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
g) Safety criteria and indicators.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
h) Safety audits.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
i) Documentation.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
j) Safety-related committees	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	

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k) Safety promotion.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	
l) Responsibility for monitoring the contractors and third parties operating on the aerodrome.	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
	N/A	<input type="checkbox"/>	