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ATO AIRFIELD INSPECTION CHECKLIST

Name of ATO:		ATO Number:	
Accountable Manager Name:		Telephone number:	
E-mail address:		Cell number:	
Inspector Name		Inspection date:	

AIRFIELD INFORMATION

Station Location	
Station Manager	Station Manager Tel no:
Aerodrome operator	
Aircraft Types used:	

AUDIT

C – Compliant, A – Acceptable, NC – Not Compliant, U – Unacceptable, N/a – Not applicable

No	Item	N/a	C/A	NC/U	Finding number
Personnel					
1.	Facility Staffing				
2.	Training				
3.	Personnel Proficiency				
4.	Records				
5.	Currency/Adequacy of manuals				
6.	Preparation of load manifests				
7.	Facility organisation effectiveness				
8.	Emergency Telephone listing				
9.	System for disseminating information to personnel				
10.	Emergency plans				
11.	Dangerous goods monitoring and training				

Comments on Findings

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No	Item	Total hours	C/A	NC/U	Finding number
Dispatch/Flight Folio					
12.	Dispatch/flight release procedures				
13.	Determination of runway conditions				
14.	NOTAMS/AIC/AIP				
15.	Flight planning				
16.	Mass/Balance				
17.	Equipment/Space adequate				
18.	Communications				
19.	Emergency procedures				
20.	Aerodrome inspection procedure				
21.	Standby power: communications				
22.	Flight Following procedures				
23.	Procedures for suspending/restricting operations				
24.	Duty time limitations				

25.	Dispatch area responsibility				
26.	Dispatcher recurrent training				
27.	Member aerodrome committee				
28.	Weather reporting facility				

Comments on Findings

No	Item	Total Hours	C/A	NC/U	Finding number
Apron					
29.	Passenger ramp gate				
30.	Aircraft loading area				
31.	Fuelling				
32.	Fire protection: engine start				
33.	Control of ramp vehicles				
34.	Severe Weather plan				
35.	Cargo loading / Dangerous goods handling				
36.	FOD protection				
37.	Passenger handling (PAU, UM etc)				

Comments on Findings

No	Item	N/a	C/A	NC/U	Finding number
Aerodrome					
38.	Taxiway/runway lighting/markings				
39.	Night/low vis operations lighting				
40.	Approach lighting				
41.	Navigation facilities				
42.	Obstruction lighting/markings				
43.	Fire fighting equipment				
44.	Medical service				
45.	Aerodrome traffic advisory				
46.	Stopway				
47.	Clearway				
48.	Runway performance requirements				
49.	Aircraft security				

Comments on Findings

LIST OF FINDINGS RAISED					
No	Description	Major	Finding	Observ.	Parallel

