**Airport Inspection Program Policy**

**Policy #:**

**Date**:

**Date Revised**: N/A

**Title**: Policy for establishing the procedures and timeframes for safety inspections of airport and airport fueling facilities at (airport).

**Scope**: This policy is hereby established to set forth the requirements for conducting regular inspections of the airport operations area to ensure a safe operating environment. It is the intent of this policy to delineate the airfield components to be inspected and the timeframe in which the inspection should occur.

**Applicability**: This policy is applicable to airport management and may be delegated to airport operations personnel. Line service supervisors and/or line service technicians who are airport employees may also be trained to accomplish these duties.

**Procedure**: The inspection of airport physical facilities consisting of defined observations will be conducted on a daily basis. The items to be inspected during these daily inspections include:

* Pavement areas including runways, taxiways, taxilanes and aircraft parking areas
* Runway and taxiway safety areas
* Airfield pavement markings
* Airfield signage
* Lighting
* Navigational aids
* Obstructions
* Public protection infrastructure
* Wildlife hazards
* Snow and ice control (when required)
* Construction safety (when required)

Inspection of airport facilities as listed above and contained on the self-inspection checklist will be accomplished daily at the beginning of the first shift (day shift) or as soon thereafter, as is reasonably possible. The results of the inspection will be reported on the self-inspection checklist, a copy of which is attached to this policy as Appendix 1. All discrepancies noted will be recorded in the remarks column of the checklist, with any further detail recorded in the remarks section at the end of the checklist. Additional sheets containing remarks may be added to the checklist as needed. Each discrepancy reported will also be noted on the airfield map attached to the checklist. Corrective action taken will also be noted on the form, with the person completing the correction and the date recorded. The person conducting the inspection shall sign and date the report.

Not all items contained in the checklist will be applicable to every inspection. For example, the construction section would not be applicable if no construction were taking place, and likewise the snow and ice section would only be applicable if snow and/or ice were present during the inspection. In these cases, those sections should be marked N/A.

**NOTE: NO SECTION OF THE CHECKLIST SHOULD EVER BE LEFT BLANK.**

The completed copy of the report should be returned to the airport manager for retention in the files, in accordance with state and federal regulations.

Each report should be maintained for not less than one year.

**Appendices:** Appendix 1: Airport Inspection Program Daily Safety Self-Inspection Checklist

 Appendix 2: Details of Items to be Inspected

**Appendix 1: Airport Inspection Program Daily Safety Self-Inspection Checklist**

Day Date Time

Person completing inspection

✓= Satisfactory X = Unsatisfactory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility | Condition | Day | Night | Remarks | Resolved by | Date |
| Pavement Areas | Lips over 3” |  |  |  |  |  |
| Holes 5”diam., 3”deep |  |  |  |  |  |
| Cracks/spalling/heaves |  |  |  |  |  |
| FOD present |  |  |  |  |  |
| Rubber deposits |  |  |  |  |  |
| Edge dams/ponding |  |  |  |  |  |
|  |
| Safety Areas120’ Wide120’ Wide | Ruts/humps/erosion |  |  |  |  |  |
| Drainage/construction |  |  |  |  |  |
| Support equip./A/C |  |  |  |  |  |
| Frangible bases |  |  |  |  |  |
| Unauthorized objects |  |  |  |  |  |
|  |
| Markings | Clearly visible |  |  |  |  |  |
| Standard |  |  |  |  |  |
| Runway markings |  |  |  |  |  |
| Taxiway markings |  |  |  |  |  |
| Hold position markings |  |  |  |  |  |
| Glass beads |  |  |  |  |  |
|  |
| Signage | Standard |  |  |  |  |  |
| Obscured |  |  |  |  |  |
| Operational |  |  |  |  |  |
| Damaged/lamination |  |  |  |  |  |
|  |
| Lighting | Obscured |  |  |  |  |  |
| Operational |  |  |  |  |  |
| Adjustment |  |  |  |  |  |
| Runway lights |  |  |  |  |  |
| Taxiway lights |  |  |  |  |  |
|  |
| Navigational Aids | Wind indicators |  |  |  |  |  |
| REIL/PAPI/beacon |  |  |  |  |  |

**Appendix 1 – Airport Inspection Program Daily Safety Self-Inspection Checklist**

Day Date Time

Person completing inspection

✓= Satisfactory X = Unsatisfactory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility | Condition | Day | Night | Remarks | Resolved by | Date |
| Obstructions | Lights operational |  |  |  |  |  |
| Cranes |  |  |  |  |  |
| Trees |  |  |  |  |  |
|  |
| Public Protection | Fencing |  |  |  |  |  |
| Gates |  |  |  |  |  |
| Signs |  |  |  |  |  |
|  |
| Wildlife Hazards | Wildlife present |  |  |  |  |  |
| Dead animals |  |  |  |  |  |
| Bird attractant markings |  |  |  |  |  |
|  |
| Snow and Ice (as required) | Surface conditions |  |  |  |  |  |
| Snowbank clearance |  |  |  |  |  |
| Lights unobstructed |  |  |  |  |  |
| Signs unobstructed |  |  |  |  |  |
| ARFF access clear |  |  |  |  |  |
| NAVAIDs clear |  |  |  |  |  |
|  |
| Construction (as required) | Barricades lighted |  |  |  |  |  |
| Equipment parking |  |  |  |  |  |
| Material stockpile |  |  |  |  |  |
| Proper marking |  |  |  |  |  |
|  |
| Remarks (add additional sheet if required) |  |

**Daily Fuel Farm Inspection 100LL**

|  |  |  |
| --- | --- | --- |
| **Quality Control Items** | **Condition** | **Initials** |
| 1. Check storage tank sumps or low points for water as per the “clear and bright” test. If water is present, drain tank to remove water and check again for “clear and bright.” Record observations. |  |  |
| 2. Check sumps of filters under pressure, filter/separators for water as per the “clear and bright” test. If water is present, drain tank to remove water and check again for “clear and bright.” Record observations. |  |  |

|  |  |  |
| --- | --- | --- |
| **Equipment Inspection** | **Condition**  | **Initials** |
| 1. Hoses and fittings |  |  |
| 2. Nozzles and couplings |  |  |
| 3. Bonding/grounding cables |  |  |
| 4. Fire extinguishers |  |  |
| 5. Leaks |  |  |
| 6. Cleanliness of equipment |  |  |
| 7. Credit card transaction machine: cover on |  |  |

|  |  |  |
| --- | --- | --- |
| **Inventory** | **Numbers** | **Initials** |
| 1. Opening stick height |  |  |
| 2. Pump l begin meter |  |  |
| 3. Pump 2 begin meter |  |  |

**Date: Time:**

**Employee Signature:**

**Appendix 2: Details of Items to be Inspected**

The regularly scheduled inspection consists of specific observations of airport physical facilities on at least a daily basis. This inspection should concen­trate on the areas described in this section, which are also included in Appendix 1. If a deficiency exists, the inspector should indicate the deficient item and identify its location on an airport sketch, providing dimensions and depths, as necessary. If appropriate, the inspector should take photographs to document the condition.

**a.** **Pavement Areas.** The condition of pavement surfaces is an important part of airport safety. Pavement inspection should be conducted daily, before flight operations commence, to ensure pavement surfaces are clear. As a minimum, a daily inspection should be performed of all paved areas that are the responsibility of the airport operator, or as specified in the FAA-approved airport certification manual. During the pavement inspection, the inspector should:

1. Check the pavement lips — the area between full-strength pavement and shoulders or paved shoulders and safety areas — to ensure that they are no greater than necessary to allow water to drain off the pavement. A lip height no greater than 1 1/2 inches is usually sufficient to allow proper drainage. (At airports certificated under Part 139, pavement lips shall not exceed 3 inches, as stated in § 139.305.)
2. Determine if there are any cracks wide enough to cause directional control problems for an aircraft. Report and monitor these cracks.
3. Determine if there are any holes that could cause directional control problems for an aircraft. (At airports subject to Part 139, any hole that cannot be covered by a 5-inch circle, and the side slope at any point in the hole that exceeds 3 inches in depth and is 45 degrees or greater, is a discrepancy. If the hole cannot be covered by a 5-inch circle, but the side slope at any point in the hole that exceeds 3 inches in depth or is less than 45 degrees, it may be a discrepancy if it is determined to be a surface variation that could impair directional control of an air carrier aircraft.)
4. Check the condition of pavement areas for cracks, scaling, spalling, bumps, low spots and for debris that could cause foreign object damage to aircraft.
5. Check for vegetation growth along runway and taxiway edges that may impede drainage from the pavement surface.
6. Check for vegetation growth in cracks.
7. Report and monitor any cracks, holes, variations and vegetation that can cause loss of aircraft directional control or may cause pavement damage, including damage caused by damming or ponding water.

**b**. **Safety Areas.** The inspector should know the dimensions of the runway and taxiway safety areas at the airport. At airports certificated under Part 139, the dimensions of the safety areas should be documented in the airport certification manual. During the safety area inspection, the inspector should:

* 1. Determine if there are any hazardous ruts, depressions, humps or variations from the normal smooth surface.
	2. Check to ensure no object is located in a safety area, except objects that must be in the safety areas because of their functions (such as runway lights, signs, or navigational aids). These objects must be constructed on frangible mounted structures of the lowest practical height. At Part 139 airports, the frangible point must be no higher than 3 inches above grade.
	3. Determine if the base for any equipment in safety areas is at grade level (especially during the winter thaw) and equipment and NAVAIDs are mounted on frangible couplings.
	4. Check to ensure that manhole and handhole covers are at grade level and can support vehicles and aircraft. Check to ensure that mounts for light fixtures are at grade level.
	5. Check for surface variation and other damage caused by rodents or other animals.
	6. Report any objects that are not frangible or not at grade level. Also report extraneous equipment and objects, such construction equipment, and surface variations that would cause damage to an aircraft or impede emergency response vehicles. At airports certificated under Part 139, issue a NOTAM regarding objects in the safety area contrary to § 139.309 (see § 139.339)

**c. Markings.** Airport markings provide important information to pilots during takeoff, landing, and taxiing. To avoid confusion and disorientation, airport markings should be in compliance with FAA marking standards specified in AC 150/5340-1, Standards for Airport Markings. (Compliance with these standards is mandatory for operators of airports certificated under Part 139 and for airport operators that have accepted federal funds for runway and taxiway construction/rehabilitation.) The inspector should know the appropriate markings required at the airport. During the marking inspection, the inspector should:

1. Check markings for correct color-coding, peeling, blistering, chipping, fading and obscurity due to rubber buildup.
2. Check to see if all runway hold position markings are clearly visible.
3. During and after construction projects, check new markings for compliance with FAA marking standards.
4. If the markings have glass beads, check markings during periods of darkness to determine if the reflectivity of glass beads is adequate at night.
5. Report and monitor any nonstandard marking or markings that are obscured, faded or deteriorating.

**d. Signs.** Signs provide important information to pilots while taxiing. To avoid pilot confusion and disorientation, airport signs should be in accordance with FAA sign standards specified in AC 150/5340-18, Standards for Airport Sign Systems. (Compliance with these standards is mandatory for operators of airports certificated under Part 139 and for airport operators that have accepted federal funds for runway and taxiway construction/rehabilitation.) The inspector should know the appropriate sign standards and specifications at the airport and at a Part 139 certificated airport, ensure signs comply with the FAA-approved sign plan.

1. Check signs to ensure they are easy to read, in accordance with color standards and retro-reflective and that all lighted signs are working and not obscured by vegetation, dirt, snow, etc.
2. Check signs to ensure they are frangible-mounted and concrete bases are properly maintained at grade level.
3. Check to see that sign panels are not missing or damaged, that they have the correct legend and arrow orientation and that they are not cracked or broken.
4. During and after construction projects, check new signs for compliance to FAA sign standards and, at Part 139 airports, in accordance with the FAA-approved sign plan.
5. During periods of darkness, check signs to ensure they are properly illuminated. Ensure mandatory instruction signs are illuminated with the associated runway lighting system. Check signs for correct operations: that they are on the correct circuits, do not flicker and follow the intensity setting of the runway or taxiway lights.
6. Report and monitor any nonstandard sign or any sign that is not functioning, is faded or damaged. Issue a NOTAM regarding any malfunctioning holding position sign or ILS critical area sign, as specified under § 139.339.

**e. Lighting.** At night and during periods of low visibility, lighting is important for safe airport operations. Lights come in different shapes, sizes, colors and configurations and can be located either in the pavement or along its edges. Inspection of lighting is best accomplished during periods of darkness in order to evaluate lighting systems when they provide the primary visual aid for pilots. The inspection should concentrate on the lighting owned by the airport operator. However, the inspector should observe any lighting owned or operated by others and report any observed problems immediately to the appropriate responsible owner. During the lighting inspection, the inspector should:

**(1)** Check to ensure that the following are operable, if installed, and that vegetation or deposits of foreign material do not obscure the light fixture.

* 1. Runway and taxiway edge lights,
	2. Apron edge lights,
	3. Runway centerline and touchdown zone lights,
	4. Taxiway centerline lights and reflectors and edge lights/reflectors,
	5. Runway threshold/end lights and
	6. Runway guard lights (elevated and in-pavement, if installed).

**(2)** Check that the following are operable, if installed:

1. Ramp lights and floodlights used in construction to ensure they are properly shielded,
2. Obstruction lights and
3. Lighting in fuel storage areas.
	1. Report all fixtures missing and lights that are not working or appear dim. NOTAM should be issued if more than 3 lights in a row are not in working order or appear dim.
	2. Report any missing or broken light fixture lenses.
	3. Ensure that runway and taxiway lights and runway threshold lights are the proper color and are oriented correctly.
	4. Check that lights function properly through the manual or radio control features and that photocell controls function properly.
	5. Check the lights for proper alignment, aiming and correct changes in intensity, for correct height, erosion around the bases and the height of frangibility.

**f. Navigational Aids (NAVAIDs).** The inspection of NAVAIDs should concentrate on the visual navigational aids owned by the airport operator. However, the inspector should observe any navigational aids owned or operated by others, such as the FAA, and report any observed problems immediately to the NAVAID owner. During the inspection of NAVAIDs, the inspector should:

1. Determine if the segmented circle is clear of vegetation and that it can be seen easily from the air.
2. Determine if the airport rotating beacon is visible and working properly.
3. Check the wind cone(s) to ensure that it swings freely, the cone fabric is not faded or frayed and, if lighted, that all lights are operating.
4. Determine if the runway end lights (RENLs, formerly known as runway end identifier lights) are flashing in proper sequence and mounted on frangible couplings.
5. Check visual glide slope indicators (VASIs, PLASIs, or PAPIs) to ensure that their lights are working and mounted on frangible couplings.
6. Determine if the approach lighting systems are functioning properly.
7. Report and monitor any NAVAID that is malfunctioning, inoperable or misaligned, damaged or missing.

**g. Obstructions.** The inspection of obstructions should con­centrate on a visual check of construction underway on or near the airport that could affect aircraft operations. This also includes checking for any vegetation, especially, trees that may penetrate the Part 77 surfaces. During the inspection of obstructions, the inspector should:

1. Check to ensure that construction equipment, especially tall cranes being used at construction sites, are not an obstruction. If construction is found and thought to create an obstruction, the airport operator should determine if proper notification to FAA, such as is required through Part 77 or airport layout plan review, has been provided.
2. Determine if obstructions are properly marked and lighted.
3. Direct any person proposing construction near a public-use airport meeting the notice requirements contained in Part 77, Objects Affecting Navigable Airspace, to the air traffic division or airports district office immediately if their construction has not been reported to the FAA.
4. Report and monitor any obstruction light that is missing, inoperative or damaged and any object that appears to be an obstruction and is not properly marked or lit.

**h. Fueling Operations.** The daily inspection on aircraft fueling operations should concentrate on a quick inspection for the most common problems concerning compliance with local fire safety codes at fuel storage areas and with mobile fuelers. The inspection should also include security, fire protection, general housekeeping and fuel dispensing facilities and procedures. A more detailed fueling operation inspection should be scheduled quarterly (see “Quarterly Fueling Operations” under “Periodic Condition Inspection”). During the daily inspection of aircraft fueling operations, the inspector should:

1. Determine if the fueling operator is permitting any unsafe fueling practices or is in violation of local fire code, such as failure to bond aircraft with the mobile fuelers during fueling operations or fueling personnel smoking while fueling aircraft.
2. Check to ensure that the appropriate signs for the fuel farm are installed and that all gates are locked, except when the facility is occupied by an authorized user.
3. Report and monitor any unsafe fueling practices and violation of local fire codes. At Part 139 airports, report any noncompliance with fuel fire safety procedures specified in the FAA-approved airport certification manual.

**i. Snow and Ice.** The inspector should be familiar with the airport’s snow and ice removal procedures and guidance provided in AC 150/5200-30, Airport Winter Safety and Operations. At Part 139-certificated airports, the inspector should be familiar with the airport’s FAA-approved snow and ice control plan. During the snow and ice control inspection, the inspector should:

1. Determine if any lights and signs are obscured by snow or damaged by snow removal operations.
2. Check to ensure that snow banks and drifts next to the runway and taxiways provide clearance for aircraft wing tips, engines and propellers.
3. Check to ensure that snow is not piled across the runway threshold or across runway/runway intersections.
4. Check to be sure that no foreign objects are left on the pavement from snow removal operations.
5. Check to ensure that snow removal operations have not blocked any taxiways or access routes dedicated for aircraft rescue and firefighting equipment.
6. Check to ensure that snow is not accumulated or piled in the critical areas for electronic NAVAIDs.
7. Check for and report slippery pavement conditions in terms of either braking action or MU values. If a friction measurement device is available, issue the appropriate numbers obtained from the equipment. (Do not attempt to correlate friction measurement numbers with braking action reports.)
8. Report and monitor any snow and ice accumulation that has been missed by the snow and ice removal operation and any dangerous condition created by such operations, such as obscured signs or lights. At airports certificated under Part 139, issue a NOTAM regarding snow, ice, slush or water on the movement area or loading ramps and parking areas, as specified under § 139.339.

**j. Construction.** The inspector should be familiar with the airport’s construction safety procedures and guidance provided in AC 150/5370-2, Operational Safety on Airports During Construction. At Part 139-certificated airports, the inspector should be familiar with the airport’s FAA-approved construction safety plan. During the construction inspection, the inspector should:

1. Determine if stockpiled material and construction materials are properly stored to keep them from being moved by wind, jet blast, or prop wash and is not left in safety areas or movement area.
2. Check all construction adjacent to movement areas to ensure areas are identified with conspicuous marking and lighting.
3. Determine if construction equipment (such as bulldozers, cranes, etc.) are marked and lighted and parked clear of the safety areas.
4. Ensure construction barricades are properly positioned to define the limits of construction and hazardous areas and, if barricades are lighted, check to ensure lights are working properly and are positioned correctly.
5. Check to ensure that debris and foreign objects are continuously being picked up around construction areas.
6. Check for open trenches in the safety areas or adjacent to movement areas.
7. Check operation of lighting in areas adjacent to construction daily before the construction crews depart for the day. In particular, ensure that mandatory instruction signs remain lit with the associated runway lights, even on taxiways that have been closed for construction.
8. Check NOTAMs daily during construction projects to ensure they accurately reflect the conditions on the airport.
9. Verify that closed taxiways or runways are properly marked and lighted.
10. Report and monitor any dangerous condition created by construction activity, including damage to signs, lights, markings and NAVAIDS or equipment and supplies left in movement areas and safety areas.

**k. Aircraft Rescue and Fire Fighting.** During the inspection of aircraft rescue and firefighting (ARFF) capabilities, the inspector should:

1. Check the status of ARFF response, including the availability of equipment, firefighters and extinguishing agent. At Part 139 airports, ensure that such ARFF capabilities comply with the FAA-approved airport certification manual and that the airport’s ARFF index is still appropriate for air carrier aircraft served.
2. Ensure alarm and emergency notification communication systems are operable.
3. Determine the adequacy of available fire-extinguishing agents.
4. Check for construction or maintenance activity on the movement area that could affect ARFF response routes. Ensure that the ARFF department has been notified if construction or maintenance activity could affect emergency response routes.
5. Report and monitor any ARFF vehicle, equipment or extinguishing agent that is not available or inoperative; any ARFF personnel that are not available; and any changes to aircraft that may require a change to ARFF capabilities. At Part 139 airports, notify the FAA if an ARFF vehicle is inoperative and cannot be replaced immediately, as specified under § 139.319(g), and issue a NOTAM regarding non-availability of any rescue and firefighting capability, as specified under § 139.339.