**Checklist Purpose/Use:**

The purpose of this checklist is to aid airport sponsors in identifying the various airport divisions and/or personnel that should be engaged in the CSPP development and review process. The number of divisions and personnel that need to be involved in the development and review of a CSPP can vary greatly depending on the airport and project. As a result, it is recommended that airport sponsors review this checklist prior to starting the project design process to determine the specific airport divisions and individuals that need to be engaged.

The box next to the department/division title should be checked to confirm that department/division review is complete.

Airport Project Manager (Name/Title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Airport Area of Responsibility | Review Completed | Date Review Completed | Remarks |
| --- | --- | --- | --- |
| **Administration** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Operations** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Maintenance** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Law Enforcement** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **ARFF** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Planning/Development** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Environmental** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Safety** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Marketing/Communications** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer Experience** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Security** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Parking** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Airport Control Center** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Emergency Management** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Information Technology** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ramp Control** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| **Other** |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |
| [*insert position or individual name*] |  |  |  |