**Checklist Purpose/Use:**

This checklist should be used to review and evaluate SPCDs prepared by a contractor. According to AC 150/5370-2G, the primary purpose of the SPCD is to detail “how the contractor will comply with the CSPP” and should “not restate nor propose differences to provisions already addressed in the CSPP.” Since the primary focus of the SPCD is to describe how the contractor will comply with the CSPP, this checklist has been structured to follow the CSPP template which follows the CSPP format described in FAA ARP SOP 1.00. Specific FAA requirements for the SPCD that are set forth in AC 150/5370-2G are highlighted in blue.

The recommendations and guidance provided in this document are based on the current versions of FAA guidance materials in effect as of the date of this publication (November 2020). The FAA updates guidance materials from time to time. As a result, it is highly recommended that users check the FAA website to ensure they are utilizing the most current versions of published FAA guidance material.

In addition to using this checklist to review a SPCD, contractors can use this checklist as a framework for developing an SPCD. Contractors using the checklist in this manner should review the applicable section of the CSPP for a project and then describe how they will comply with the requirements stated in the CSPP in each corresponding section of the SPCD. Additional information related to the process that should be followed to help the contractor prepare the SPCD is included in the Contractor Training Guide (CTG).

This checklist can be customized to include any unique federal, state, or local requirements that may be applicable to an individual airport or project. As a result, prior to utilizing this checklist, airport sponsors and consulting engineers/designers should review the checklist in its entirety to determine where the checklist should be customized.

Reviewer(Name/Title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| CSPP Element | Element Addressed? | Remarks |
| --- | --- | --- |
|  | Yes | No | N/A |  |
| **General Information** |  |  |  |  |
| Date submitted |[ ] [ ] [ ]   |
| Document Version Number |[ ] [ ] [ ]   |
| Contractor Name/Company |[ ] [ ] [ ]   |
| Contractor Contact Information |[ ] [ ] [ ]   |
| Project Name/Number |[ ] [ ] [ ]   |
| Contractor Project Point of Contact Information |[ ] [ ] [ ]   |
| Emergency Contact Information (airport, engineer, contractor) |[ ] [ ] [ ]   |
| Certification Statement indicating an understanding of the operational safety requirements of the CSPP and assertion of compliance with the approved CSPP and SPCD unless written approval is granted by the airport operator. The statement must include the name of the contractor, title of the project CSPP, approval date of the CSPP, and a reference to any supplemental information |[ ] [ ] [ ]   |
| Identification of the contractor’s on-site employees responsible for monitoring compliance with the CSPP and SPCD during construction. At least one of these employees must be on-site when active construction is taking place |[ ] [ ] [ ]   |
| SPCD format matches CSPP format |[ ] [ ] [ ]   |
| SPCD does not duplicate or proposed changes to information in the CSPP |[ ] [ ] [ ]   |
| **Coordination (Section 205)** |  |  |  |  |
| SPCD discusses proposed safety meetings with the airport operator and with contractor employees and subcontractors. |[ ] [ ] [ ]   |
| Describes how other coordination requirements specified in the CSPP will be met. |[ ] [ ] [ ]   |
| **Phasing (Section 206)** |  |  |  |  |
| SPCD adequately addresses how contractor will comply with this CSPP item |[ ] [ ] [ ]   |
| Duration of Each Phase |[ ] [ ] [ ]   |
| Daily start and finish of construction, including “night only” construction |[ ] [ ] [ ]   |
| Duration of construction activities during normal runway operations, close runway operations, modified runway “Aircraft Reference Code” usage**.** |[ ] [ ] [ ]   |
| **Areas and Operations Affected by Construction Activity (Section 207)** |  |  |  |  |
| **N/A - Not included in SPCD. The statement “No Supplemental Information” should be entered in the SPCD below the header.** |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Navigation Aid Protection (Section 208)** |  |  |  |  |
| SPCD adequately addresses how contractor will comply with this CSPP item |[ ] [ ] [ ]   |
| Discuss specific methods proposed to protect operating NAVAIDs |[ ] [ ] [ ]   |
| NAVAID critical areas and protection measures are identified |[ ] [ ] [ ]   |
| **Contractor Access (Section 209)** |  |  |  |  |
| SPCD adequately addresses how contractor will comply with this CSPP item |[ ] [ ] [ ]   |
| Details on how the contractor will maintain the integrity of the airport security fence (gate guards, daily log of construction personnel, and other). |[ ] [ ] [ ]   |
| Listing of individuals requiring driver training (for certificated airports and as requested). |[ ] [ ] [ ]   |
| Radio communications: Types of radios and backup capabilities, who will be monitoring radios, who to contact if ATCT cannot reach contractor’s designated person by radio, how contractor will escort material delivery vehicles. |[ ] [ ] [ ]   |
| **Wildlife Management (Section 210)** |  |  |  |  |
| SPCD adequately addresses how contractor will comply with this CSPP item |[ ] [ ] [ ]   |
| Methods and procedures to prevent wildlife attraction |[ ] [ ] [ ]   |
| Wildlife reporting procedures |[ ] [ ] [ ]   |

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| **Foreign Object Debris (Section 211)**  |  |  |  |  |
| Discuss equipment and methods for control of FOD, including construction debris and dust |[ ] [ ] [ ]   |
| **Hazardous Material Management (Section 212)** |  |  |  |  |
| Discuss equipment and methods for responding to hazardous spills |[ ] [ ] [ ]   |
| **Notification of Construction Activities (Section 213)** |  |  |  |  |
| Provide contractor points of contact, contractor emergency contact, listing of tall or other requested equipment proposed for use on the airport and the timeframe for submitting 7460-1 forms not previously submitted by the airport operator, batch plant details, including 7460-1 submittal |[ ] [ ] [ ]   |
| Procedures for immediate notification of airport users and FAA of any conditions adversely affecting the operational safety of the airport. |[ ] [ ] [ ]   |
| **Inspection Requirements (Section 214)** |  |  |  |  |
| Discuss daily (or more frequent) inspections and special inspection procedures |[ ] [ ] [ ]   |
| **Underground Utilities (Section 215)** |  |  |  |  |
| Discuss proposed methods of identifying and protecting underground utilities |[ ] [ ] [ ]   |
| **Penalties (Section 216)** |  |  |  |  |
| **N/A - Not included in SPCD. The statement “No Supplemental Information” should be entered in the SPCD below the header.** |  |  |  |  |
| **Special Conditions (Section 217)** |  |  |  |  |
| Discuss proposed actions for each special condition identified in the CSPP |[ ] [ ] [ ]   |
| **Runway and Taxiway Visual Aids (Section 218)** |  |  |  |  |
| SPCD adequately addresses how contractor will comply with this CSPP item |[ ] [ ] [ ]   |
| Includes marking, lighting, signs, and visual NAVAIDs. Discuss proposed visual aids including the following:* Equipment and methods for covering signage and airfield lights.
* Equipment and methods for temporary closure markings (paint, fabric, other).
* Temporary orange construction signs.
* Types of temporary Visual Guidance Slope Indicators (VGSI).
 |[ ] [ ] [ ]   |
|  |[ ] [ ] [ ]   |
|  |[ ] [ ] [ ]   |
|  |[ ] [ ] [ ]   |
|  |[ ] [ ] [ ]   |
| **Access Routes – Marking and Signage (Section 219)** |  |  |  |  |
| Discuss proposed methods of demarcating access routes for vehicle drivers |[ ] [ ] [ ]   |
| **Hazard Marking, Lighting, and Signage (Section 220)** |  |  |  |  |
| Discuss proposed equipment and methods for identifying excavation areas |[ ] [ ] [ ]   |

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| **Protection of Runway and Taxiway Safety Areas, Zones, and Surfaces (Section 221)** |  |  |  |  |
| SPCD adequately addresses how contractor will comply with this CSPP item |[ ] [ ] [ ]   |
| Discuss proposed methods of identifying, demarcating, and protecting airport surfaces including:* Equipment and methods for maintaining Taxiway Safety Area standards
* Equipment and methods to ensure the safe passage of aircraft where Taxiway Safety Area or Taxiway Object Free Area standards cannot be maintained.
* Equipment and methods for separation of construction operations from aircraft operations, including details of barricades
 |[ ] [ ] [ ]   |
|  |[ ] [ ] [ ]   |
|  |[ ] [ ] [ ]   |
|  |[ ] [ ] [ ]   |
| **Other Limitations on Construction (Section 222)** |  |  |  |  |
| **N/A - Not included in SPCD. The statement “No Supplemental Information” should be entered in the SPCD below the header.** |  |  |  |  |
| **Work Zone Lighting for Nighttime Construction (if applicable)** |  |  |  |  |
| SPCD adequately addresses how contractor will comply with this item |[ ] [ ] [ ]   |
| Discuss proposed equipment, locations, aiming, and shielding to prevent interference with air traffic control and aircraft operations |[ ] [ ] [ ]   |

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| **Other Items (suggested)** |  |  |  |  |
| Airports and Contractor acknowledgement/approval page |[ ] [ ] [ ]   |
| **Airport/Project-Specific Plans (list below)** |  |  |  |  |
| [*insert airport/project-specific plans]* |[ ] [ ] [ ]   |
| **Emergency/Contingency Plans** |  |  |  |  |
| Muster Points/General Evacuation Plan |[ ] [ ] [ ]   |
| Weather & Natural Disasters |[ ] [ ] [ ]   |
| Fire & Explosions |[ ] [ ] [ ]   |
| Vehicle Accidents |[ ] [ ] [ ]   |
| Hazmat Spills or Accidental Releases |[ ] [ ] [ ]   |
| Security Breaches/Incidents |[ ] [ ] [ ]   |
| Fire and Explosions |[ ] [ ] [ ]   |
| Vehicle Accidents |[ ] [ ] [ ]   |