Appendix 9: Fixed Wing Airport Review Checklist

Location: **Date:**
Airport Identifier

Completed by: **Reviewed By:**

Resource Being Reviewed: FIXED WING AVIATION

Key Code: E = Exceeds   M = Meets Standard   NI = Needs Improvement   NR = Not Reviewed

General Staffing Information

Description	Code	Remarks
1. NPS personnel are qualified per NPS policy to perform the positions they fulfill at the airport		
2. A process is established to ensure a qualified aviation manager is in place during operations.		

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Base Facilities and Communications

Description	Code	Remarks
3. The facility is adequate for the number of personnel working there and for intended operations.		
4. The operations area provides adequate visibility of arriving and departing aircraft.		
5. The operations area is well organized (materials and references accessible and labeled, maps on wall, etc.).		
6. There is a backup power system for the operations office. Cell or internet service is adequate for weather checks etc.		
7. Communications Plan should be posted in both the Operations Office and the Pilot Ready Room.		

Description	Code	Remarks
8. The base has VHF-AM equipment. Frequencies being used are appropriately authorized & assigned and are posted. Local and cooperator frequencies are available and posted.		
9. If using a radio operator, have they been properly briefed on radio use procedures and have documentation of local approved frequencies.		
10 The telephone system is adequate for intended activity (numbers of lines and phones). Cell service is adequate.		
11 Appropriate phone numbers are clearly posted (local dispatch, crash-rescue, FBO, etc.).		

12 Pilot Ready Room/Standby area is adequate:
   a) Facility has power
   b) Heating available
   c) Air conditioning available
   d) Hot and cold potable water
   e) Shower
   f) Restroom facilities
   g) Lounge area
   h) Adequate lighting
   i) Lockers
   j) Desks
   k) Telephone line/internet access
   l) Flight planning area
   m) Eating facilities
   n) Sleeping and resting facilities
   o) Refrigerator		

13 The following reference material are available in either electronic or hard copy:
   a) *350-354 DMs, OPMs, NPS RM60 Reference Manual*, Aviation Management Manuals and Handbooks as appropriate.
   b) Airport operations SOP
   c) Contract Administration Manual or Guide
   d) Fueling handbook
   e) Geographic Area Mobilization Guide
   f) National, Region & Unit Aviation		

	Description	Code	Remarks
	Plans g) *Interagency Airspace Coordination Guide* h) Incident/Accident (Mishap Response Plan) Action Plan i) *Interagency SEAT Operations Guide* j) *Interagency Standards for Helicopter Operations*		
14	Personnel are following dispatch requirements		
15	Sunrise/Sunset chart is posted.		
16	Aircraft timekeeping procedures are established and used		
17	Is there a Supplement that outlines dispatching procedures for briefing flight crews.		
18	Hazard map is accessible to both dispatch and pilots.		
19	Hazard map identifies the type of hazards and is updated annually and as needed, with the last revision date posted on the map.		
20	Military Training Routes and Special Use Airspace (Military Operations Areas, Restricted Areas, etc.) are clearly marked.		
21	Safety briefings are held with all aircrews concerning local known hazards.		
22	If applicable, facility has the required Local Airbase Supplement. Local Supplement has been updated this year and signed by a line officer.		
23	Wash down/spill recovery and waste disposal procedures are documented and in place.		
24	Current mishap response plan available to dispatch and aviation staff.		

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Ramp Operations

	Description	Code	Remarks
25	Ramp surface is in good condition.		
26	Taxi lanes and ramp area is adequately marked and visible.		

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	Description	Code	Remarks
27	Wind indicator(s) are properly placed.		
28	Foreign object damage avoidance/dust control measures are in place.		
29	The following warning signs are posted appropriately: a) No Smoking b) Hazardous Areas c) Authorized Parking Signs d) Signing and marking for Ramp Security e) Vehicle control signs identifying restricted areas		
30	Ramp is fenced and the ramp area can be secured.		
31	Aircraft-type fire extinguishers are available		
32	Fire extinguishers are of the proper type, class and indicate inspection is current:		
33	Personnel are trained and current in the use of fire extinguishers		
34	Personnel are aware of the local crash-rescue protocols.		
35	A sufficient/serviceable number of chock blocks for aircraft are available and personnel are trained in their proper use.		
36	Sufficient tie-downs are available.		
37	Ramp Lighting or night lighting kit is available for night off-loading, aircraft maintenance, site maintenance, etc.		
38	First-aid kit is readily available at the ramp. Kit is complete and regularly inspected.		
39	Fuel is accessible on airport and aircraft fueling procedures are being followed.		
40	Catwalks and ladders meet OSHA standards.		
41	All electrical equipment is properly grounded.		
42	Eyewash and emergency shower facilities are provided.		
43	Appropriate personal protective equipment is provided and personnel trained in its use.		
44	If applicable, parking tenders are trained and knowledgeable in hand signals		

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Safety and Security

	Description	Code	Remarks
45	Facility doors have adequate locks		
46	Hanger doors function correctly and have adequate locking system.		
47	Aircraft utilize internal locks to meet dual locking security requirements.		
48	Facility Security Plan has been completed, updated annually and is on file.		
49	Regular safety/security briefings are being conducted and documented.		
50	Facilities safety inspections are being conducted and documented.		
51	Security related reporting procedures and contact lists (stolen aircraft, security breaches, etc.) are in Aviation Management Plan and available.		
52	Risk Assessments are up-to-date and on file.		
53	Training documentation for personnel is current (First Aid, Fire Extinguisher, Forklift, etc.).		
54	Flammable Materials Storage Lockers in place and being utilized for all flammable material.		

Additional Space