

Movement Area Inspection and Reporting

Airside Operational Instruction 02

Content

1. Safety Inspections
2. Aerodrome Surface Conditions

AOI Owner - Airfield Operations



1. SAFETY INSPECTIONS

1.1 Safety inspections at EMA will cover operations on the aerodrome as well as specific checks on the movement and airfield areas and will focus on the quality of the “end product”. Inspections will be undertaken as follows.

1.2 Runway Inspection

- a. It is a requirement at East Midlands Airport that at regular intervals the runway and taxiway be inspected to ensure that the surface complies with the criteria for use by aircraft. The runway is required to be free from FOD, birds, the pavement is in an acceptable state of repair, and access and egress is unimpaired.
- b. Safety Assurance Document 12 ‘Runway Inspection Regime provides specific details of inspection regime requirements.
- c. These following instructions lay down the procedures to be adhered to by all personnel, who must be trained and qualified, to carry out these tasks. Also included are the areas to be inspected, by whom and in what vehicles, when related to the time of day and prevailing conditions.
- d. Areas to be Inspected
 - i. The areas to be inspected include the runway, all bellmouths, taxiways, and all other paved areas used by aircraft.
- e. Intervals between Inspections
 - i. During the periods of increased wildlife activity, being sunrise (45 minutes before and 15 minutes after sunrise) and dusk (15 minutes before and 45 minutes after sunset), runway inspection frequency will increase where possible. This will be to a maximum elapsed time of 20 minutes since the last movement. All other inspections will be carried out at intervals of not greater than two hours throughout the day, unless there are no aircraft movements.
 - ii. Pro-active bird control inspections shall be undertaken before any aircraft movement if 20 minutes has elapsed since the last movement.
 - iii. The periods within which runway inspections as defined above are to be undertaken, commencing 45 minutes before, until 15 minutes after sunrise and 15 minutes before, until 45 minutes after sunset (based on official sunrise and sunset times).
 - iv. Additional inspections may also be required after the movement of code ‘D+E’ aircraft at the request of ATC.
- f. Inspecting Personnel
 - i. During the morning period Airfield Ground Lighting personnel will conduct an inspection of all the light fixtures and fittings in the runway and taxiway area.
 - ii. At all other times runway/taxiway inspections must be carried out by suitably trained personnel.

g. Vehicular Requirements

- i. It is imperative that when carrying out a runway and taxiway inspection a suitable vehicle is used. During daylight hours most vehicles with good all-round visibility is acceptable. At night any vehicle used should be fitted with sufficient lighting to enable the operator to observe the maximum width of the area being inspected.
- ii. All vehicles used must be fitted with suitable radio communications.

h. Inspection Regime and Requirements

- i. Prior to commencing a runway inspection, permission must be obtained initially from the Ground (VGMC) Air Traffic Controller on UHF Channel One and when instructed contact the Tower (VGMC) Air Traffic Controller on UHF Channel 2.
- ii. The standard Runway inspection routine consists of checks and observations of the following:
- iii. Checks that all the taxiway and runway markings are visible and in good order.
- iv. That all paved areas are in good repair and free from FOD and other loose materials. Also, any potential hazard is controlled prior to it becoming relevant.
- v. A visual inspection of all airfield lighting, looking for any signs of damage. This is to supplement the checks carried out by the EMA Airfield Ground Lighting section.
- vi. Bad ground and temporary obstructions on or near the runway and taxiway areas used by aircraft are properly marked and/or lit.
- vii. Holding boards, traffic signs, boundary markers, etc. are serviceable and in position.
- viii. The following parameters will be incorporated within the runway inspection regime as detailed above:
 - Runway inspections in relation to FOD shall be undertaken within a minimum 2-hour time scale.
 - Surface conditions will, in the case of bad weather, be subject to reactive inspections, as and when the weather occurs.
 - Surface faults inspections shall be undertaken at a rate of 3 per day, as well as a formal quarterly engineering inspection.
 - Visual inspections for spillages (contaminants-oils etc) should be undertaken as per the daily 'surface faults' inspection regime.
 - Bad ground inspections should be undertaken as per surface faults regarding quarterly engineering checks, as well as any post works checks carried out.
- ix. Runway lighting will be subject to a daily serviceability inspection.

- x. Runway fittings shall be subject to a daily visual inspection, together with a monthly 'physical' and a 6 monthly 'torque' check.
 - xi. Signage should also be subject to an inspection post extreme weather as well as being inspected as part of the weekly inspection regime.
 - xii. Surface markings should be inspected post winter measures (reactively) together with checks undertaken within the 'weekly' inspection regime.
 - xiii. Rubber contamination inspections should be undertaken as per surface markings inspection.
 - xiv. The inspection should be carried out in a vehicle and driven at a speed of no more than 35 mph where possible, less in certain locations and conditions.
 - xv. If in the event of the inspection being interrupted by an aircraft movement, the inspection should be re-commenced at a position behind where the interruption occurred.
 - xvi. Special attention should be made to any areas where contractors have been working to ensure that they are clear of all materials and equipment. Also, that any materials left on site does not and will not become a hazard if left unattended, and that the said materials do not infringe any height restrictions etc. in the area.
 - xvii. On completion of the inspection, the Tower (VGMC) Air Traffic Controller must be notified that the area has been vacated.
- i. Additional Inspections
- i. Additional inspections of all or part of the runway/taxiway are to be made after: -
 - An incident or suspected incident on the runway/taxiway involving tyre failure, aircraft structural failure or, in the case of turbine engined aircraft, engine malfunction;
 - any incident that is likely to result in debris being left in a hazardous position;
 - debris is reported on the runway/taxiway;
 - any work on the movement area has been completed;
 - a chemical/oil spillage is reported; and
 - before any aircraft are allowed to use the affected area, even though delays to aircraft may occur.
- j. Reporting and Recording Runway / taxiway / aprons Inspections
- (i) Pavement faults, identified by or reported to Airfield Operations should, following initial severity assessment be categorised within one of the following three groups:

- **Monitor** (no operational effect but potential to develop)
- **Continue to Operate** (non-urgent repair required, continue to operate)
- **Immediate Closure** (urgent repair required)

In each categorisation the fault should be marked to denote the fault line / area and enables the monitoring of any rate of change

- **Monitor** mark fault with paint red 'M' – level 3
- **Continue to operate** mark fault with paint white 'F' – level 2
- **Immediate Closure** mark fault with paint white 'F' – level 1

Head of Fire & Airfield Operations should be notified in the event of a fault being categorised as an 'Immediate closure – Urgent repair required'

The fault should then be recorded on the 'Reporting Database', located at O:\Groups\Airfield Fault Reporting.

All faults should be recorded within the individual sector tabs, as detailed on the map provided. Photographic evidence can also be recorded within the database folder.

Resolution

Following the categorisation and recording of a fault, Airfield Operations should, for level 1 and 2 faults inform the Head of Capital Programme (HOCP), should the HOCP not be available the Head of Assets should be contacted with the Head of Engineering being the final option.

- (ii) Unserviceability's other than pavement faults are to be recorded/reported to the Air Traffic Control Supervisor/Ground Controller and to the Airfield Operations Supervisor. If the unserviceability causes any part of the Runway/Taxiway to be unsafe for operations, the Air Traffic Supervisor in consultation with the Airfield Operations Supervisor will close or restrict access to that part of the field until the fault is rectified. The ATC Watch Supervisor will undertake any NOTAM action, and/or revised Declared Distances.
 - a. Any lighting faults are to be reported to the duty AGL Technicians for rectification and recorded on the Airfield Ground Lighting fault log.
 - b. Once entered onto the individual recording system, a job log will be created and the relevant manager / supervisor responsible will be automatically emailed and informed of the unserviceability. The job will remain on the database as a 'live' issue until such time as the fault is rectified, when the database entry will be marked as 'closed'.
 - c. Copies of the inspection forms are attached as appendices to this chapter.
- k. Training

When conducting training for personnel to perform runway inspections additional reading and instructions may be found in the following publications:

- i. AOI 02 – Movement Area Inspection and Reporting
- ii. AOI 07 – Airside Safety
- iii. AOI 09 - Incident Reporting & Investigation
- iv. AOI 12 – Control of Vehicles
- v. AOI 15 – Wildlife Hazard Management
- vi. AOI 19 – Emergency Contact Details
- vii. AOI 23 - Inclement Weather Procedures
- viii. MATS Pt 1&2.

1.3 Airfield Inspections

- a. In order to achieve compliance with the statutory duties laid on the Airport Company under both EASA/CAA and Health and Safety legislation, it is essential that the aprons, as a major part of the infrastructure, are kept in a reasonable state of repair. It is therefore essential that the Company safety policy statement on workplace inspections is adhered to.
- b. Daily airfield inspections are carried out by the Airfield Operations Supervisors, who are constantly patrolling the airfield during operating hours. The inspections cover all apron areas, equipment parks and associated roadways, the maintenance areas, aerodrome perimeter, grass areas and other aircraft movement areas. The results are recorded on Form EMA AO10/1 and AO10/2 (shown at Appendix 1).
- c. A second tier of inspections is carried out by the Head of Fire and Airfield Operations who will conduct further in-depth inspections of all areas of the airfield on a monthly basis. The results are recorded on Form EMA A013 (shown at Appendix 2).
- e. Copies of the inspection forms are attached as appendices to this chapter.
- f. Baseline compliance standards are shown at Appendix 3.
- g. Faults and/or unserviceability reporting procedures are detailed within this Operational Instruction.
- h. The inspection routine consists of checks and observations of the following:
 - i. A check that all aircraft are securely chocked and that potential hazards around the aircraft are adequately controlled.
 - ii. That equipment and vehicles are secure if not in use and parked in their designated areas.
 - iii. Checks of all apron markings, covering the effectiveness of all apron and road markings.
 - iv. A visual inspection of all concrete and tarmac areas.
 - v. A visual inspection of apron lighting looking for obvious signs of damage. This is intended to supplement checks carried out by the EMA Airfield Ground Lighting section.

- vi. Areas used by Aircraft are free from loose stones and other debris including litter and rubbish (FOD) and that any potential FOD hazard is controlled; i.e. skips etc.
- vii. Bad ground and temporary obstructions on or near areas used by aircraft is/are properly marked/lit.
- viii. Holding boards, traffic signs, boundary markers, etc. are serviceable and in position.

1.4 MOVEMENT AREA INSPECTIONS

- a. Further runway inspections are carried out throughout the day, as part of individual Departmental procedures and in accordance with Safety Assurance Document 12 'Runway Inspection Regime'.
- b. The state of the runway surface with regard to weather contamination is reported in accordance with 'Inclement Weather' procedures contained within the Aerodrome Manual.
- c. Faults and/or unserviceability reporting procedures are detailed within this Operational Instruction.
- d. Inspection to additionally include blast pads (30m stop ways) at each end of the runway and dealthalised areas within the Graded Area around the runway.
- e. NOTAM action if required will be taken in accordance with MATS Part 2.
- f. Requests for apron/runway/taxiway sweeping and the removal of litter are referred to the Airfield Operations Supervisor for action. It is the responsibility of all Airport and tenant company staff to remove any litter, which they may discover in those parts of the Aerodrome Movement area to which they have access.

1.5 Civil and Grassland Inspections

- a. As defined in 1.3 c the Head of Fire and Airfield Operations carries out a monthly 'tier two' in-depth airfield inspection.
- b. A full inspection of the grassed areas of the airfield is undertaken by the EMA Grassland Management contractor on a monthly basis between March and November. Outside of these months, an inspection is undertaken during January.
- c. The HFAO maintains records of these inspections, and any unserviceability's are reported and rectified in line with the requirements of this document.
- d. An annual walking runway /airfield pavement inspection is undertaken by professionally qualified engineers.

1.6 Aerodrome Ground Lighting Inspections

- a. Runway lighting inspections are carried out in accordance with Safety Assurance Document 12 'Runway Inspection Regime'.
- b. All Aerodrome lighting inspections are co-ordinated by the Airfield Ground Lighting Section of the Airport Company as appropriate.

- c. Any lighting faults are to be recorded on the Airfield Ground Lighting fault log.

1.7 Additional Inspections

- a. Additional inspections of all or part of the Movement Area are to be made by the Airfield Operations Supervisor:
 - i. After any work on the Movement Area has been completed.
 - ii. Following an incident or suspected incident on the runway involving tyre failure, aircraft structural failure or, in the case of turbine engined aircraft, engine malfunction.
 - iii. Following any incident that is likely to result in debris being left in a hazardous position.
 - iv. Whenever debris is reported on the Movement Area.
 - v. Whenever a chemical/oil/fuel spillage is reported on the apron(s), maintenance area or other areas of the airfield.
- b. Any inspections as required above must be completed before any aircraft are allowed to use the affected area, even though delays may be caused to aircraft in so doing.

1.8 Unserviceabilities

- a. All faults and/or unserviceabilities found will be reported to ATC and, if required, to the Airfield Operations Supervisor. They will be recorded on the appropriate fault log and the appropriate departmental manager (Engineering or AGL) informed to instigate rectification, as detailed within this Operational Instruction.
- b. If the unserviceability causes any part of the runway, movement area or apron(s) to be unsafe for operations, the Airfield Operations Supervisor will close or restrict access to that part of the runway, movement area or apron(s), until the unserviceability is rectified.
- c. Notam action, if necessary, is to be taken by the ATC Watch Supervisor in accordance with MATS Part 2.

1.9 Rectification

- a. Details of all airfield rectification works will be recorded electronically on the AGL or ATE "fault log" databases, which can be accessed via the EMA Data Page on the MAG intranet. Pavement faults are recorded on the Assets Management 'Maximo' system, through the Operations Control Room.
- b. Prior to commencement of works an EMA Job registration will be raised (ref. Internal Management of Contractors Manual). The system will require the completion of a C55 airfield 'permit to work'. Submission of this permit will pass the relevant information to ATC, Airfield Engineering, Safeguarding and Airfield Operations, competent persons from all four departments must approve the works before commencement.

- c. Major repairs will be planned by the MAG Capital Delivery team, in consultation with the Operations Director and senior staff representing ATC, Airfield Engineering and Airfield Operations.
- d. Major repairs will also be the subject of Operational Advice Notices (OAN's) – details of which are contained in Part B of the Aerodrome Manual - issued by the Ops Development & Safety Manager.
- e. Short notice - minor repairs within the movement area may be necessary following reports of faults/unserviceabilities or due to unforeseen circumstances.
- f. Prior to starting work, or submitting a job registration for any minor rectification works within the manoeuvring area, details are to be arranged by Capital Delivery direct with ATC (through the Watch Supervisor where possible). Usually such work will be carried out on an opportunity basis between aircraft movements.
- g. Prior to starting work, or submitting a job registration for any rectification works to the apron(s) or other movement areas, details are to be arranged by Capital Delivery in consultation with the Airfield Operations Supervisor. The ATC Watch Supervisor is to be informed of any closure or restriction of access to any part of the apron(s) or other movement areas that may be required.
- h. Where necessary, arrangements are made by the Airfield Operations Supervisor, for the expeditious removal of FOD, either by EMA RFFS, or contracted resources.
- i. Notam action, if necessary, is to be taken by the ATC Watch Supervisor in accordance with MATS Part 2.
- j. Arrangements for bad ground and temporary obstruction markers, if required, will be made by the Airfield Operations Supervisor.

Note: The responsibility for ensuring that bad ground and obstruction marking is accomplished in line with EASA/CAA requirements rests with ATC

2. AERODROME SURFACE CONDITIONS

- 2.1 The Bétons Bitumineux pour chaussées Aéronautiques (BBA) asphalt runway at EMA has good friction characteristics and resists friction degradation from modest levels of rubber build up. Friction Classification and Monitoring Surveys are carried out by the Airfield Engineering Department using a Findlay Irvine Grip Tester and give compliance with EASA ADR.OPS.C.010, additionally best practice guidance is taken from CAP 683.
- 2.2 Grip Tester operations including runway assessment, frequency now at least 6 monthly. Document FT1006 Policy and Procedure contains this amended run frequency plus procedures in place to escalate adverse findings for action and reviewing assessment periodicity.
- 2.3 Details of routine aerodrome Movement Area inspections, including the nature and frequency of the inspections can be found in Part 1 of this document and in MATS Part 2 Section 3 Chapter 3.

Appendix 1



Airfield Inspection

Form AO10/1

Date / /

ATIS Letter	Wind Direction	Temperature	Precipitation
Time (UTC)	Wind Strength	Dew Point	Surface Condition
	Cloud Cover		
Time of Inspection		Time of Inspection	
Central Apron (CA)		Outbound Bag Dock (OBD)	
East Apron (EA)		Potable Water Point (ATC Tower)	

Code	Category	Description
01	Surface integrity	Depression or raised surface which may result in a slip, trip or fall.
02	Paint markings	Faded, contaminated.
03	RZ boundary	Breaches in fence line; gaps between gates; vehicles/equipment parked too close; 3 strand barb wire incomplete; damaged fence posts; mesh insecure.
04	Equipment storage & security	Equipment left outside designated areas or not secured relative to weather conditions.
05	Aircraft parking & security	A/C not chocked or inadequately chocked for conditions; parked outside permitted tolerance (0.8m of centreline); doors or holds left open when not in use.
06	Vehicle parking	Keys left in vehicles; parked on double yellow, hatched or other undesignated areas; vehicles not immobilised; vehicles left unattended with engine running.
07	FOD	Contaminant present.
08	Apron lighting	Unit outage.
09	Stand fixtures & fittings	Faded markings; signs illegible.
10	Taxiway lighting & signage	Unit outage, damage; weed infestation; obscured vision.
11	Pedestrian walkways / routes	Depression or raised surface which may result in a slip, trip or fall; paint markings faded; restraint chains not in place; vehicles/equipment blocking access.
12	Skips	Uncovered skips.
13	Grass conditions (weeds, infestations)	Weed infestation; grass too short / too long.
14	Vermin activity	Evidence of / observed vermin activity.
15	Spillages	Contaminant present.
16	Emergency Contact Points	Eye-wash/fire extinguishers missing; phone not working.
17	Other	

Location	Code	Time	Problem	Action

Emergency Contact Points	TWR	Stand																		
		1	2	3	4	5	6	7	8	9	10	11A	11B	12	14	15	LVP Signs*	Stand	Stand	
Time Checked																				
Signage																				
Telephone line Check*	N/A																			
Fire Extinguishers	N/A																			
Eye Wash containers	N/A																			
LVP Headlight Monitoring																				
	Central Apron:																			

AO10/1 Airfield inspection v5:3

Inspection carried out by:



Airfield Inspection

Form AO10/2

Date: / /

Time of Inspection	Time of Inspection	Time of Inspection	Time of Inspection	Time of Inspection
West Apron (WA) :	Maintenance Area (MA) :	Perimeter & Grassland (PG) :	Runway & Taxiway (RT) :	Time of Inspection :
Washbay cabinet: locked and secured? YES: <input type="checkbox"/> NO: <input type="checkbox"/>				
Surrounding areas visually checked for unknown obstacles within Safeguarded areas (SA)				
Un satisfactory				
Code	Category			

01	Surface integrity	Depression or raised surface which may result in a slip, trip or fall.
02	Paint markings	Faded, contaminated.
03	RZ boundary	Breaches in fence line; gaps between gates; vehicles/equipment parked too close; 3 strand barb wire incomplete; damaged fence posts; mesh insecure.
04	Equipment storage & security	Equipment left outside designated areas or not secured relative to weather conditions.
05	Aircraft parking & security	A/C not chocked or inadequately chocked for conditions; parked outside permitted tolerance (0.8m of centreline); doors or holds left open when not in use.
06	Vehicle parking	Keys left in vehicles; parked on double yellow, hatched or other undesignated areas; vehicles not immobilised; vehicles left unattended with engine running.
07	FOD	Contaminant present.
08	Apron lighting	Unit outage; damage; weed infestation, obscured vision.
09	Runway / taxiway lighting	Unit outage; damage; weed infestation, obscured vision.
10	Stand fixtures & fittings	Faded markings, signs illegible.
11	Runway / taxiway signage	Signs broken or illegible, not illuminating.
12	Pedestrian walkways / routes	Depression or raised surface which may result in a slip, trip or fall; paint markings faded; restraint chains not in place; vehicles/equipment blocking access.
13	Skips	Uncovered skips.
14	Aircraft washbay	FOD present; unattended equipment; lighting unserviceability.
15	Grass conditions (weeds, infestations)	Weed infestation; grass too short / long.
16	Picnic areas	Contaminant present; bird activity.
17	Vermin activity	Evidence of / observed vermin activity.
18	Signage obstructions (weeds)	Weed infestation, obscured vision.
19	Spillages	Contaminant present.
20	Other	

Location	Code	Time	Report	Action

Emergency Contact Points	101	103	105	108	111	114	120	123	125	21	22	23	24	25	LVP Signs*	Link Road	Stand 125
Time Checked	:	:	:	:	:	:	:	:	:	:	:	:	:	:	Time	:	:
Signage														Light			
Telephone line check*														Sign			
Fire Extinguishers																	
Eye wash containers																	

* Check on 1st of the month

Appendix 2

FORM
AO13



Airfield Operations
Apron & Airfield Inspection (Management)

Date		Time	
Temperature	°C	Dew Point	°C
Wind Direction	°	Wind Strength	Knots
Visibility		Cloud Cover	
Precipitation		Surface Condition	

1. Central Apron	Time Start		GMT						
	Time Finish		GMT						
✓ = satisfactory	✗ = unsatisfactory	Fault No.	Comments						
Surface Integrity									
Surface Markings									
CP boundary									
Equipment storage & Security									
Aircraft parking (chocks, position on stand)									
Vehicle Parking									
FOD (including bins)									
Apron lighting									
Stand fixtures & fittings									
Pedestrian walkways / routes									
Inbound baggage docks									
Outbound baggage docks									
Emergency Contact Points	2	3	4	5	7	8	9	10	
LVP Signs	C1		C2			EPA			

2. Central - West Apron		Time Start		GMT
		Time Finish		GMT
✓ = satisfactory	✗ = unsatisfactory	Fault No.	Comments	
Surface Integrity				
Surface Markings				
CP boundary				
Equipment storage & Security				
Aircraft parking (chocks, position on stand)				
Vehicle Parking				
FOD (including bins)				
Apron lighting				
Stand fixtures & fittings				
Pedestrian walkways / routes				
Emergency Contact Points	1		6	

3. East Apron		Time Start		GMT
		Time Finish		GMT
✓ = satisfactory	✗ = unsatisfactory	Fault No.	Comments	
Surface Integrity				
Surface Markings				
CP boundary				
Equipment storage & Security				
Aircraft parking (chocks, position on stand)				
Vehicle Parking				
FOD (including bins)				
Apron lighting				
Stand fixtures & fittings				
Pedestrian walkways / routes				
Emergency Contact Points	11	12	14	15
LVP Signs	E1		E2	



FORM AO13

4. West Apron		Time Start		GMT							
		Time Finish		GMT							
✓ = satisfactory	✗ = unsatisfactory	Fault No.		Comments							
Surface Integrity											
Surface Markings											
CP boundary											
Equipment storage & Security											
Aircraft parking (chocks, position on stand)											
Vehicle Parking											
FOD (including bins)											
Apron lighting											
Stand fixtures & fittings											
Pedestrian walkways / routes											
Emergency Contact Points	101	103	105	107	109	111	120	121	122		
LVP Signs	W1			DHL East			DHL West				
5. Aircraft Maintenance Area		Time Start		GMT							
		Time Finish		GMT							
✓ = satisfactory	✗ = unsatisfactory	Fault No.		Comments							
Surface Integrity											
Surface Markings											
Boundary fencing											
Equipment storage & Security											
Aircraft parking (chocks, position on stand)											
Vehicle Parking											
FOD (including bins)											
Lighting											
Aircraft Washstand											
Emergency Contact Points	21		22	23		24		25			
LVP Sign	Maintenance Gate										

6.	Airfield Controlled Area	Time Start		GMT
		Time Finish		GMT
✓ = satisfactory 1 ✗ = unsatisfactory		Fault No.	Comments	
	Perimeter track surface integrity			
	Grass Conditions (weeds, infestations)			
	Airfield boundary fences & gates			
	FOD (including bins)			
	Picnic Areas			
	Vermin activity			
7.	Runway & Taxiway	Time Start		GMT
		Time Finish		GMT
✓ = satisfactory ✗ = unsatisfactory		Fault No.	Comments	
	Surface Integrity			
	Edge Markings			
	TDZ Markings			
	Threshold Markings			
	Blast Pads			
	Rubber build to			
	Runway holding points			
	Intermediate holding points			
	Signage Obstructions (weeds etc.)			
	Edge lighting obstructions			

Inspection carried out by:.....

Appendix 3



A013
Airfield
Operations
Apron & Airfield
Inspection
Baseline
Standard

Category	Satisfactory	Unsatisfactory
Surface Integrity	No depressions or raised surfaces, no signs of ice or contaminant	Depression or raises surface which may result causing a slip trip of fall, ice or other contaminant present.
CP Boundary	No breaches in fence, no vehicle or equipment parked within 3m of boundary (both sides), adequate barbed/razor wire, no obvious damage to fence line, gate barriers fully serviceable	Breaches in fence line, loose chains on gates which create a gap greater than 15mm, vehicles or equipment parked within 3m of CP boundary (both sides) barbed wire removed from fence line, damage to fence posts.
Equipment storage & security	Steps pulled away from aircraft not in service, vehicles immobilised when not in use	Keys left in vehicles, equipment not parked in designated areas, equipment not secured relative to weather conditions.
Aircraft parking & security (chocks, position on stand)	Aircraft adequately chocked & parked within 0.8m tolerance of stand centreline, all holds and doors closed when not in service, security seals present on doors when required.	Aircraft not chocked/inadequately chocked for conditions or parked outside of permitted tolerance, doors and hold left open when not in service.
Vehicle Parking	Vehicles parking in designated areas.	Vehicles parked on double yellow lines or other undesignated areas, vehicles not immobilised, equipment left on aircraft stands.
FOD	Clean, 100% clear of contaminant	Contaminant present
Apron Lighting	All units serviceable, no outage	Unit outage
Apron Paint markings	Clearly visible, contaminant free.	Paint markings faded or contaminated
Stand fixtures and fittings	Stand designation signs clear and unobstructed; illuminated (where applicable)	Stand designation signs obstructed/illegible; illumination failure (where applicable)
Pedestrian walkways/routes	No depressions or raised surfaces, no signs of ice or contaminant, paint markings clearly visible, restraint chains in place.	Depression or raises surface which may result causing a slip trip of fall, paint markings faded, restraint chains not in place, vehicles/equipment blocking access.

Inbound Baggage	No contaminant present, unobstructed access, undamaged doors and belts	Contaminant present. Obstructed access, damaged or faulty facilities.
Docks	Skips covered	Uncovered skips
Skips/waste contaminant	FOD free, utilities safe & secure	FOD, unattended equipment
Aircraft wash area	Good sward at correct length, no weed infestation.	Weed infestation, grass too short / too long
Grass conditions	No breaches in fence, adequate barbed/razor wire, no obvious damage to fence line, gate barriers fully serviceable	Breaches in fence line, gaps greater than 15mm between gates, 3 strand barbed wire incomplete; damaged fence posts, wire mesh insecure.
Controlled area boundary gates & fences	No FOD or other bird attractant present.	Contaminant present, bird activity.
Picnic Areas	No vermin activity observed	Evidence of / observed vermin activity.
Vermin activity	Clearly visible, contaminant free.	Paint markings faded or contaminated
Runway paint markings	Un-obscured vision, clean, serviceable.	Weed infestation, obscured vision, damaged or missing.
Airfield signage	Clearly visible, contaminant free.	Paint markings faded or contaminated
Taxiway paint markings	Un-obscured vision, clean, serviceable.	Weed infestation, obscured vision, damaged or missing.
Taxiway lighting	No contaminant present.	Contaminant present.
Spillages		