



Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

Section of Aerodrome Manual	Status of Compliance			Remark
	C	NC	N/A	
Part A - General				
0. Administration and control of the aerodrome manual				
0.1. Introduction				
0.1.1. a statement signed by the accountable manager that the aerodrome manual complies with all applicable requirements, and with the terms of the certificate				
0.1.2. a statement signed by the accountable manager that the aerodrome manual contains operational instructions that are to be complied with by the relevant personnel				
0.1.3. a list and brief description of the various parts, their contents, applicability, and use				
0.1.4 explanations, abbreviations, and definitions of terms needed for the use of the manual				
0.2. System of amendment and revision				
0.2.1 details of the person(s) responsible for the issuance and insertion of amendments and revisions				
0.2.2 a record of amendments and revisions with insertion dates and effective dates				
0.2.3 a statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment, or revision in the interest of safety				
0.2.4 a description of the system for the annotation of pages, or paragraphs and their effective dates				
0.2.5 a list of effective pages or paragraphs				
0.2.6 annotation of changes (in the text and, as far as practicable, on charts and diagrams				
0.2.7 temporary revisions				
0.2.8 description of the distribution system and a distribution list for the aerodrome manual, its amendments, and revisions				
1. General Information				
1.1. purpose and scope of the aerodrome manual				
1.2. legal requirements for an aerodrome certificate and the aerodrome manual				
1.3. conditions for use of the aerodrome by its users				
1.4. the obligations of the aerodrome operator; rights of the CAO. IRI and guidance to staff on how to facilitate audits/inspections by Competent Authority personnel.				



Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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Part B - Aerodrome management system, qualification and training requirements				
2.description of the management system				
2.1. Aerodrome organisation and responsibilities including the following: • a description of the organisational structure, including the general organogram and other departments' organograms. • The organogram should depict the relationship between the departments. • Subordination and reporting lines of all levels of organisational structure (Departments, Sections, etc.) related to safety should be shown: - Names - authorities - Responsibilities and duties of management and nominated persons - responsibilities and duties of operational personnel - responsibilities and duties of maintenance personnel - responsibilities and duties of the aerodrome safety committees - responsibilities and duties of the Local Runway Safety Team and their functioning				
2.2. A description of the safety management system				
2.2.1 scope of the safety management system				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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<p>2.2.2 safety policy and objectives</p> <p>(a) The safety policy should:</p> <p>(1) be endorsed by the accountable manager</p> <p>(2) clearly identify safety as the highest organisational priority over commercial, operational, environmental, or social pressures</p> <p>(3) reflect organisational commitments regarding safety and its proactive and systematic management;</p> <p>(4) be communicated, with visible endorsement, throughout the organisation;</p> <p>(5) include safety reporting principles; and</p> <p>(6) be periodically reviewed to ensure it remains relevant and appropriate to the organisation.</p> <p>(b) The safety policy should:</p> <p>(1) include a commitment:</p> <p>(i) to improve towards the highest safety standards;</p> <p>(ii) to comply with all applicable legal requirements, meet all applicable standards, and consider best practices;</p> <p>(iii) to provide appropriate resources;</p> <p>(iv) to enforce safety as one primary responsibility of all managers and staff;</p> <p>(2) include the safety reporting procedures;</p> <p>(3) with reference to a just culture, clearly indicate which types of operational behaviours are unacceptable, and include the conditions under which disciplinary action would not</p>				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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	C	NC	N/A	
2.2.3 safety responsibilities of key safety personnel				
2.2.4 documentation control procedures				
2.2.5 safety risk management process, including hazard identification and risk assessment schemes				
2.2.6 monitoring of implementation and effectiveness of safety actions, and risk mitigation measures				
2.2.7 safety performance monitoring				
2.2.8 safety reporting (including hazard reporting) and investigation				
2.2.9 emergency response planning				
2.2.10 management of change (including organisational changes with regard to safety responsibilities)				
2.2.11 safety promotion				
2.2.12 safety management system outputs				
2.3. A description of the compliance monitoring and related procedures.				
2.4. A description of the quality management system for aeronautical data and aeronautical information provision activities and related procedures, including those for meeting the relevant safety, and security management objectives.				
2.5. Procedures for reporting to the Competent Authority including handling, notifying and reporting accidents, serious incidents, and occurrences				
2.5.1 definition of accident, serious incident and occurrence and of the relevant responsibilities of all persons involved				
2.5.2 illustrations of forms to be used (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done				
2.5.3 procedures and arrangements for the preservation of evidence, including recordings, following a reportable event				
2.6. Procedures related to the use of alcohol, psychoactive substances and medicines.				
2.7. Procedures for:				
2.7.1 complying with safety directives				
2.7.2 reaction to safety problems				
2.7.3 handling of safety recommendations issued by Safety Investigation Authorities				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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2.8. A description of the method and procedures for recording aircraft movements, including movement and aircraft type, dates, and number of passengers				
3. Required aerodrome personnel qualifications				
3.1. Training program				
3.1.1 responsibilities, frequencies, syllabi, and the identified training standards for all personnel involved in the: • operation of the aerodrome. • rescue and firefighting maintenance and management of the aerodrome • those persons operating unescorted on the movement area and other operational areas of the aerodrome.				
3.1.2 procedures: 3.1.2.1 for training and checking of the trainees 3.1.2.2 to be applied in the event that personnel do not achieve the required standards.				
3.1.3 description of documentation to be stored and storage periods				
3.2. the proficiency check programme, including responsibilities and frequencies				
3.2.1 procedures to be applied in the event that personnel do not achieve the required standards				
3.2.2 description of documentation to be stored and storage periods				
Part C - Particulars of the Aerodrome Site				
4. A description of the aerodrome site				
4.1. a plan showing the distance of the aerodrome from the nearest city, town, or other populous area				
4.2. detailed maps and charts of the aerodrome showing the aerodrome's: • location (longitude and latitude) • boundaries • major facilities • aerodrome reference point • layout of runways, taxiways and aprons • aerodrome visual and non-visual aids • wind direction indicators				
4.3. a plan showing the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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4.4. description of the physical characteristics of the aerodrome's: • elevations • visual and non-visual aids • aerodrome reference temperature • strength of pavements • rescue and firefighting level of protection • ground aids • main obstacles				
4.5. description of any cases of exemptions or derogations, equivalent level of safety, special conditions, and operating limitations				
4.6. description of the types of operations that the aerodrome is approved to conduct				
Part D - Particulars of the aerodrome required to be reported to the aeronautical information service				
5. The aeronautical information services available and the procedures for the promulgation of general information				
5.1. the name of the aerodrome				
5.2. the location of the aerodrome				
5.3. the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System — 1984 (WGS-84) reference datum				
5.4. the aerodrome elevation and geoid undulation				
5.5. the elevation of each threshold and geoid undulation, the elevation of the runway end, and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway				
5.6. the aerodrome reference temperature				
5.7. details of the aerodrome beacon				
5.8. The name of the aerodrome operator and contact details (including telephone numbers) of the aerodrome operator at which may be contacted at all times				
6. Aerodrome dimensions and related information				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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	C	NC	N/A	
6.1. runway <ul style="list-style-type: none"> • true bearing • designation number • length • width • displaced threshold location • slope • surface type • type of runway • the existence of an obstacle free zone for a precision approach runway 				
6.2. <p>Strip:</p> <ul style="list-style-type: none"> • length • width • surface type <p>runway end safety areas:</p> <ul style="list-style-type: none"> • length • width • surface type <p>stopways</p> <ul style="list-style-type: none"> • length • width • surface type <p>taxiways:</p> <ul style="list-style-type: none"> • length • width • surface type <p>apron surface type</p> <p>aircraft stands clearway length and ground profile</p>				
6.3. <ul style="list-style-type: none"> • visual aids for approach procedures, • approach lighting type • visual approach slope indicator system • marking and lighting of runways • marking and lighting of taxiways • marking and lighting of aprons • other visual guidance and control aids on taxiways and aprons • location and type of visual docking guidance system • availability of standby power for lighting 				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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	C	NC	N/A	
6.4. the location and radio frequency of VOR aerodrome checkpoints				
6.5. the location and designation of standard taxi routes				
6.6. the geographical coordinates of each threshold, appropriate taxiway centre line points, and aircraft stands;				
6.7. • the geographical coordinates • the top elevation of significant obstacles in the approach • the top elevation of significant obstacles in the take-off areas • the top elevation of significant obstacles in the circling area • the top elevation of significant obstacles in the surroundings of the aerodrome				
6.8. pavement surface type and bearing strength using the Aircraft Classification Number — Pavement Classification Number (ACN-PCN) method;				
6.9. pre-flight altimeter check locations established and their elevation				
6.10. declared distances				
6.11. • contact details (telephone/telex/fax numbers and e-mail address) of the aerodrome coordinator for the removal of disabled aircraft • information on the capability to remove disabled aircraft, expressed in terms of the largest aircraft type				
6.12. • rescue and firefighting level of protection • types and amounts of extinguishing agents normally available at the aerodrome				
6.13. exemptions or derogations from the applicable requirements, cases of equivalent level of safety, special conditions, and limitations.				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

دفتر نظارت بر عملیات هوانوردی

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	C	NC	N/A	
Part E - Particulars of operating procedures of the aerodrom, its equipment, and safety measures				
7. Aerodrome reporting				
7.1. arrangements and procedures for reporting changes to the aerodrome information set out in the AIP and requesting the issue of NOTAM, including reporting changes to the Competent Authority and recording of the reporting of changes				
7.2. procedures and frequencies for aeronautical data surveying, including areas to be surveyed.				
8. Procedures for accessing the aerodrome movement area				
8.1. coordination with the security agencies				
8.2. prevention of unauthorised entry into the movement area				
9. Procedures for the inspection, assessment and reporting of the condition of the aerodrome movement area and other operational areas and facilities, (including runway surface friction characteristics assessments and water-depth measurements)				
9.1. arrangements and means of communicating with the air traffic services unit during inspections				
9.2. inspection checklists, logbook, and record-keeping				
9.3. inspection intervals and times; reporting results and follow-up actions				
10. Procedures for the inspection, and routine and emergency maintenance of visual and non-visual aids, as appropriate, and the aerodrome electrical systems				
10.1. inspection checklists, logbook, and record keeping				
10.2. inspection intervals and times; reporting results and follow-up actions.				
11. Operating, maintenance and repair instructions, servicing information, troubleshooting and inspection procedures of aerodrome equipment				
12. Procedure for:				
12.1 maintenance of the movement area, including paved areas, unpaved runways and taxiways, runways and runway strips and aerodrome drainage				
12.2 overload operations				
13. Procedures for aerodrome works				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

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	C	NC	N/A	
13.1. coordinating, planning, and carrying out construction and maintenance work				
13.2. arrangements and means of communicating with air traffic services unit during the progress of such work				
14. Procedures for apron management				
14.1. transfer of the aircraft between air traffic services unit, and the apron management unit				
14.2. allocation of aircraft parking positions				
14.3. engine start and aircraft push-back				
14.4. marshalling and 'follow-me' service				
15. Procedures for apron safety management				
15.1. protection from jet blasts				
15.2. enforcement of safety precautions during aircraft refuelling operations				
15.3. FOD prevention, including apron cleaning/sweeping				
15.4. monitoring compliance of personnel on the apron with safety procedures				
16. Procedures for the control of vehicles operating on or in the vicinity, or the movement area, including traffic rules, right of way, speed limits, and method for issuing driving				
17. Procedures for wildlife hazard management, including: • assessing wildlife hazards • arrangements for implementation of the wildlife control program • promulgation of the relevant information to the AIS • wildlife strike form				
18. Procedures for: 18.1 obstacle control and monitoring within and outside of the aerodrome boundaries, and notification to the CAO.IRI, of the nature and location of obstacles, and any subsequent addition, or removal of obstacles for action as necessary, including amendment of the AIS publications 18.2 monitoring and mitigating hazards related to human activities and land use, on the aerodrome and its surroundings. 18.3 Relevant inspection checklists, logbook, and record keeping; inspection intervals and times; reporting results and follow-up actions				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

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	C	NC	N/A	
19. Aerodrome emergency plan				
19.1. dealing with emergencies at the aerodrome or in its surroundings				
19.2. tests for aerodrome facilities and equipment to be used in emergencies, including their frequency				
19.3 exercises to test emergency plans, including their frequency				
20. Rescue and firefighting				
20.1 description of facilities, equipment, personnel and procedures for meeting the firefighting requirements.				
20.2 Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of any depletion.				
20.3 At aerodromes where a higher category of RFF is available by prior arrangement, the aerodrome manual should clearly state the actions necessary to upgrade the facility. Where necessary, this should include actions to be taken by other departments.				
20.4 discharge rates				
20.5 manning level				
20.6 indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained				
20.7 indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected.				
20.8 Where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome (perhaps water rescue), policies or letters of agreement should be included in the aerodrome manual. Where necessary, contingency plans in the event of nonavailability should be described				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

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20.9 A statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the following: 1) realistic fuel fire training 2) breathing apparatus training in heat and smoke 3) first aid; 4) low visibility procedures (LVP) 5) any legal requirements 6) health and safety policy with regard to training of personnel in the use of 7) respiratory protection equipment and personal protection equipment.				
20.10 Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed. Where difficult environs exist, the aerodrome manual should indicate how these are to be accessed.				
20.11 Where local authorities or the aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aeroplane RFF responses should be included				
20.12 Where the aerodrome operator expects the RFF facility to respond to aeroplane accidents landside, the policy should be clearly described, including procedures to manage the effects on continued aeroplane operations				
20.13 The availability of additional water supplies should be described.				
20.14 Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP.				
21. Removal plan of disabled aircraft, including relevant arrangements, equipment, and procedures for its implementation.				
22. Procedures for ensuring the safe handling and storage of fuel and dangerous goods in the aerodrome				
22.1 equipment, storage areas, delivery, dispensing, handling, and safety measures				
22.2 quality and correct specification of aviation fuel; audit and inspection intervals, checklists, sampling and record keeping.				

Part ADR CAO.IRI
Aerodrome Manual's Checklist

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23. Low visibility operations: description of operational procedures, including coordination with air traffic services unit and apron management unit, standard taxiing routes, control of activities, and measurement and reporting of runway visual range				
24. Procedures for winter operations, including snow removal plan and procedures for its implementation as well as description of the available means and relevant arrangements.				
25. Procedures for operations in adverse weather conditions				
26. Procedures for night operations.				
27. Procedures for the protection of radar and other navigational aids, control of activities, and ground maintenance in the vicinity of these installations.				
28. Procedures for the operation of aircraft with higher code letter at the aerodrome, including taxiing routes.				
29. Procedures and measures for the prevention of fire at the aerodrome.				
All procedures contained in the aerodrome manual should include and clearly define the roles, responsibilities, and contact details of responsible aerodrome personnel, other persons or organisations, including the contracted ones, including the Competent Authority and other state agencies involved, as appropriate, and take into account the need for establishing direct communication during non-working hours.				