

**CAAK/AGA/Original/xx November 2011**

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**Aerodrome Manual**

**Checklist**



**AERODROME MANUAL CHECKLIST**

Aerodrome Manual Checklist has been developed to assist you in compiling your Aerodrome Manual in accordance with the following EASA Implementing Rules: and Acceptable Means of Compliance:

* Regulation No. 17/2017 on Requirements and Administrative Procedures Related to Aerodromes
  + ANNEX III, ADR.OR.E.005 ‘Aerodrome Manual’
* Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Authority, Organisation and Operations Requirements for Aerodromes:
  + AMC1 ADR.OR.E.005
  + AMC2 ADR.OR.E.005(i)(2)
  + AMC3 ADR.OR.E.005
  + AMC3 ADR.OR.E.005 (b)

Please complete the checklist and submit it with the latest version of your Aerodrome Manual.

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| **Aerodrome Name** |  |
| **Aerodrome Operator** |  |
| **Address** |  |

**Part A – General**

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| **Administration and control of the aerodrome manual including the following:**  ***Ref ADR.OR.E.005 and ADR.OR.E.010*** | Choose an item. | Page: |
| Introduction | Choose an item. | Page: |
| Statement signed by the accountable manager that the aerodrome manual complies with all applicable requirements and with the terms of the certificate | Choose an item. | Page: |
| Statement signed by the accountable manager that the aerodrome manual contains operational instructions that are to be complied with by the relevant personnel | Choose an item. | Page: |
| Explanations, abbreviations and definitions of terms needed for the use of the manual | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **System of amendment and revision** | Choose an item. | Page: |
| Details of the person(s) responsible for the issuance and insertion of  amendments and revisions | Choose an item. | Page: |
| A record of amendments and revisions with insertion dates and effective dates | Choose an item. | Page: |
| A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety | Choose an item. | Page: |
| A description of the system for the annotation of pages or paragraphs and their effective dates | Choose an item. | Page: |
| A list of effective pages or paragraphs | Choose an item. | Page: |
| Annotation of changes (in the text and, as far as practicable, on charts and diagrams) | Choose an item. | Page: |
| Temporary revisions | Choose an item. | Page: |
| Description of the distribution system and a distribution list for the aerodrome manual, its amendments and revisions | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |

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| **General Information including the following:** | Choose an item. | Page: |
| Purpose and scope of the aerodrome manual | Choose an item. | Page: |
| Legal requirements for an aerodrome certificate and the aerodrome manual as prescribed in Part-ADR.OR. | Choose an item. | Page: |
| Conditions for use of the aerodrome by its users | Choose an item. | Page: |
| The obligations of the aerodrome operator, rights of the Competent Authority and guidance to staff on how to facilitate audits/inspections by the Competent Authority personnel | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |

**Part B – Aerodrome management qualification and training requirements**

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| **A description of the management system including the following:**  ***Ref ADR.OR.D.005*** | | Choose an item. | Page: |
| 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. | | Choose an item. | Page: |
| Names, authorities, responsibilities and duties of management and nominated persons; responsibilities and duties of other operational, maintenance personnel, as well as the aerodrome safety committees and the Local Runway Safety Team and their functioning, should also be included. | | Choose an item. | Page: |
| The name, status and responsibility of persons authorised by the Civil Aviation Authority (the CAA, as the competent authority) under article 232 of the Air Navigation Order 2009 to detain aircraft at the aerodrome for safety and other, related reasons, as set out in article 232. | | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | | |
| **A description of the safety management system including:** | | Choose an item. | Page: |
| Scope of the safety management system | | Choose an item. | Page: |
| Safety policy and objectives | | Choose an item. | Page: |
| Safety responsibilities of key safety personnel | | Choose an item. | Page: |
| Documentation control procedures | | Choose an item. | Page: |
| Safety risk management process including hazard identification and risk assessment schemes | | Choose an item. | Page: |
| Monitoring of implementation and effectiveness of safety actions and risk mitigation measures | | Choose an item. | Page: |
| Safety performance monitoring | | Choose an item. | Page: |
| Safety reporting (including hazard reporting) and investigation  *Also refer to ADR.OR.C.030 and ADR.OR.D.030* | | Choose an item. | Page: |
| Emergency response planning  *Also refer to ADR.OPS.B.005* | | Choose an item. | Page: |
| Management of change (including organisational changes with regard to safety responsibilities)  *Also refer to ADR.OR.B.040 Changes* | | Choose an item. | Page: |
| Safety promotion  *Also refer to ADR.OR.D.027* | | Choose an item. | Page: |
| Safety management system outputs. | | Choose an item. | Page: |
| Description of the compliance monitoring function and related procedures,  including third party oversight  *Also* *refer to ADR.OR.B.050, ADR.OR.D.010 and ADR.OR.D.025* | | Choose an item. | Page: |
| 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  *Also refer to ADR.OR.D.007, ADR.OPS.A.005, ADR.OPS.A.010 and ADR.OPS.015* | | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | | |
| **Procedures for reporting to the Competent Authority including handling, notifying and reporting accidents, serious incidents and occurrences.**  **This section include at least the following:**  ***Refer to ADR.OR.C.005(d) and ADR.OR.C.025 and ADR OR.C.030*** | Choose an item. | | Page: |
| Definition of accident, serious incident and occurrence and of the relevant responsibilities of all persons involved | Choose an item. | | Page: |
| Illustrations of forms to be used (or copies of the forms themselves) instructions on how they are to be completed, the address to which they should be sent and the time allowed for this to be done | Choose an item. | | Page: |
| Procedures and arrangements for the preservation of evidence, including recordings, following a reportable event | Choose an item. | | Page: |
| Procedures related to use of alcohol, psychoactive substances and medicines  *Refer to AR.OR.C.040 and ADR.OR.C.045* | Choose an item. | | Page: |
| Procedures for complying with safety directives issued by the Competent Authority | Choose an item. | | Page: |
| Procedures for reaction to safety problems | Choose an item. | | Page: |
| Procedures for handling of safety recommendations issued by Safety Investigation Authorities | Choose an item. | | Page: |
| A description of the method and procedures for recording aircraft movements including movement type and aircraft type, dates and number of passengers | Choose an item. | | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | | |
| **Required aerodrome personnel qualifications and procedures related to:**  ***Ref GM1 ADR.OR.D.015(d)*** | | Choose an item. | Page: |
| Training programme, including responsibilities, frequencies, syllabi and the identified training standards for all personnel involved in the operation, rescue and firefighting maintenance and management of the aerodrome, and those persons operating unescorted on the movement area and other operational areas of the aerodrome.  *Refer to ADR.OR.D.017* | | Choose an item. | Page: |
| Procedures for *training and checking* of the trainees | | Choose an item. | Page: |
| Procedures to be applied in the event that personnel do not achieve the required standards | Choose an item. | | Page: |
| Description of documentation to be stored and storage periods  *Refer to ADR.OR.D.035* | Choose an item. | | Page: |
| The *proficiency check programme* including responsibilities and frequencies | Choose an item. | | Page: |
| Procedures to be applied in the event that personnel do not achieve the required standards | Choose an item. | | Page: |
| Description of the documentation to be stored and storage periods  *Refer to ADR.OR.D.035* | Choose an item. | | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | | |

**Part C – Particulars of the aerodrome site**

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| ***A description of the aerodrome site including in particular, the following information:*** | Choose an item. | Page: |
| A plan showing the distance of the aerodrome from the nearest city, town or other populous area; | Choose an item. | Page: |
| Detailed maps and charts of the aerodrome showing the aerodrome’s location (longitude and latitude) and boundaries, major facilities, aerodrome reference point, layout of runways, taxiways and aprons, aerodrome visual and non-visual aids, and wind direction indicators (Scale 1:2500) | Choose an item. | Page: |
| A plan showing the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; | Choose an item. | Page: |
| Description of the physical characteristics of the aerodrome, elevations, visual and non-visual aids, as well as the information regarding the aerodrome reference temperature, strength of pavements, rescue and firefighting level of protection, ground aids, main obstacles and whether they are lighted. | Choose an item. | Page: |
| Description of the types of operations that the aerodrome is approved to conduct. | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |

**Part D – Particulars of the aerodrome required to be reported to the aeronautical information service**

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| **The aeronautical information services available and the procedures for the promulgation of general information, including the following:** | | Choose an item. | Page: |
| The name of the aerodrome | | Choose an item. | Page: |
| The location of the aerodrome | | Choose an item. | Page: |
| The geographical coordinates of the aerodrome reference point determined in terms  of the World Geodetic System — 1984 (WGS-84) reference datum | | Choose an item. | Page: |
| The aerodrome elevation and geoid undulation | | Choose an item. | Page: |
| 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 | | Choose an item. | Page: |
| The aerodrome reference temperature | | Choose an item. | Page: |
| Details of the aerodrome beacon | | Choose an item. | Page: |
| The name of the aerodrome operator and contact details (including telephone numbers) of the aerodrome operator at which may be contacted at all times | | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | | |
| **Aerodrome dimensions and related information, including the following:** | | Choose an item. | Page: |
| Runway — true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone | | Choose an item. | Page: |
| Length, width and surface type of strip, runway end safety areas, stopways; length, width and surface type of taxiways; apron surface type and aircraft stands; clearway length and ground profile | | Choose an item. | Page: |
| Visual aids for approach procedures, approach lighting type and visual approach slope indicator system; marking and lighting of runways, taxiways, and 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 | | Choose an item. | Page: |
| The location and radio frequency of VOR aerodrome checkpoints | | Choose an item. | Page: |
| The location and designation of standard taxi routes | | Choose an item. | Page: |
| The geographical coordinates of each threshold, appropriate taxiway centre line points and aircraft stands | | Choose an item. | Page: |
| The geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the surroundings of the aerodrome (in the form of charts) | Choose an item. | | Page: |
| Pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number (ACN-PCN) method | Choose an item. | | Page: |
| Pre-flight altimeter check locations established and their elevation | Choose an item. | | Page: |
| Declared distances | Choose an item. | | Page: |
| Contact details (telephone/telex/fax numbers and e-mail addresses) of the aerodrome coordinator for the removal of disabled aircraft, expressed in terms of the largest aircraft type | Choose an item. | | Page: |
| Rescue and firefighting level of protection, types and amounts of extinguishing agents normally available at the aerodrome | Choose an item. | | Page: |
| Exemptions or derogations from the applicable requirements, cases of equivalent level of safety, special conditions and limitations | Choose an item. | | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | | |

**Part E – Particulars of the operating procedures of the aerodrome, its equipment and safety measures**

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| **Aerodrome reporting, including:** | Choose an item. | Page: |
| 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 the reporting of changes | Choose an item. | Page: |
| Procedures and frequencies for aeronautical data surveying | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Procedures for accessing the aerodrome movement area, including:**  ***Refs: ADR.OPS.B.015 and ADR.OPS.C.010*** | Choose an item. | Page: |
| Coordination with the security agencies | Choose an item. | Page: |
| Prevention of unauthorised entry into the movement area | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Procedures and responsible personnel 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), including:**  ***Ref: ADR.OPS.B.015 and ADR.OPS.C.005*** | Choose an item. | Page: |
| Arrangements and means of communicating with the air traffic services unit during inspections | Choose an item. | Page: |
| Inspection checklists, logbook and record-keeping | Choose an item. | Page: |
| Inspection intervals and times; reporting results and follow-up actions | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Procedures for the inspection and routine and emergency maintenance of visual and non-visual aids, as appropriate and the aerodrome electrical systems including:**  ***Ref: ADR.OPS.B.065*** | Choose an item. | Page: |
| Inspection checklists, logbook and record-keeping | Choose an item. | Page: |
| Inspection intervals and times; reporting results and follow-up actions | Choose an item. | Page: |
| Operating, maintenance and repair instructions, servicing information, troubleshooting and inspection procedures of aerodrome equipment | Choose an item. | Page: |
| Procedures for maintenance of the movement area, including paved areas; unpaved runways and taxiways; runways and runway strips and aerodrome drainage | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Procedures for aerodrome works including:**  ***Ref ADR.OPS.B.070*** | Choose an item. | Page: |
| Coordinating, planning and carrying out construction and maintenance work | Choose an item. | Page: |
| Arrangements and means of communicating with air traffic services unit during the progress of such work. | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Procedures for apron management including:** | Choose an item. | Page: |
| Transfer of the aircraft between air traffic services unit and the apron management unit | Choose an item. | Page: |
| Allocation of aircraft parking positions | Choose an item. | Page: |
| Engine start and aircraft push-back | Choose an item. | Page: |
| Marshalling and ‘follow-me’ service | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Procedures for apron safety management including:** | Choose an item. | Page: |
| Protection from jet blasts | Choose an item. | Page: |
| Enforcement of safety precautions during aircraft refuelling operations | Choose an item. | Page: |
| Apron cleaning/sweeping | Choose an item. | Page: |
| Monitoring compliance of personnel on the apron with safety procedures | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| Procedures for the control of vehicles operating on or in the vicinity, or the movement area, including traffic rules, speed limits and method for issuing driving permits and enforcement means  *Ref: ADR.OPS.B.025 and ADR.OPS.B.080* | Choose an item. | Page: |
| Procedures for wildlife hazard management including assessing wildlife hazards and arrangements for implementation of the wildlife control programme and promulgation of the relevant information to the AIS; wildlife strike form  *Ref ADR.OPS.B.020* | Choose an item. | Page: |
| Procedures for obstacle control and monitoring within and outside of the aerodrome boundaries and notification to the Competent Authority, of the nature and location of obstacles and any subsequent addition, or removal, of obstacles for action as necessary, including amendment of the AIS publication and responsibility for obstacle lighting on and off the aerodrome.  *Ref ADR.OPS.B.075 and ADR.OPS.B.080* | Choose an item. | Page: |
| Procedures for monitoring hazards related to human activities and land use, on the aerodrome and its surrounds | Choose an item. | Page: |
| Relevant inspection checklists, logbook and record-keeping; inspection intervals and times; reporting results and follow-up actions. | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Aerodrome emergency plan including:**  ***(Further guidance attached on separate sheet)***  ***Ref ADR.OPS.B.005*** | Choose an item. | Page: |
| Dealing with emergencies at the aerodrome or in its surroundings | Choose an item. | Page: |
| Tests for aerodrome facilities and equipment to be used in emergencies, including their frequency | Choose an item. | Page: |
| Exercises to test emergency plans, including their frequency | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Rescue and Firefighting including:**  ***(Further guidance attached on separate sheet - Attachment 1)*** | Choose an item. | Page: |
| Description of facilities, equipment, personnel and procedures for meeting the firefighting requirements including:  *Ref ADR.OPS.B.010* | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Removal plan of disabled aircraft, including** | Choose an item. | Page: |
| relevant arrangements, equipment, and procedures for its implementation | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| **Procedures for ensuring the safe handling and storage of fuel and dangerous goods in the aerodrome, including:** | Choose an item. | Page: |
| Equipment, storage areas, delivery, dispensing , handling and safety measures  *Ref: ADR.OR.D.020* | Choose an item. | Page: |
| Quality and correct specification of aviation fuel; audit and inspection intervals, checklists, sampling and record keeping  *Ref ADR.OPS.B.055* | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |
| 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.  *Ref ADR.OPS.B.045* | Choose an item. | Page: |
| Procedures for winter operations.  *Ref ADR.OPS.B.035* | Choose an item. | Page: |
| Snow removal plan and procedures for its implementation, including a description of the available means and relevant arrangements. | Choose an item. | Page: |
| Procedures for operations in adverse weather conditions.  *Ref ADR.OPS.B.050* | Choose an item. | Page: |
| Procedures for night operations.  *Ref ADR.OPS.B.040* | Choose an item. | Page: |
| Procedures for the protection of radar and other navigational aids, control of activities, and ground maintenance in the vicinity of these installations. | Choose an item. | Page: |
| Procedures for the operation of aircraft with higher code letter at the aerodrome including taxiing routes  *Ref ADR.OPS.B.090* | Choose an item. | Page: |
| Procedures and measures for the prevention of fire at the aerodrome  *Ref ADR.OR.C.040* | Choose an item. | Page: |
| Procedure for calculating reduced Declared Distances where there are temporary objects infringing the strip or obstacle limitation surfaces. | Choose an item. | Page: |
| Procedures for the safe integration of other aviation activities such as gliding, parachuting and banner towing | Choose an item. | Page: |
| *If you have selected ‘No’ for any of the above, please provide comments:* | | |

**Attachment 1**

Guidance for completion of RFFS/emergency planning sections

You may wish to consider inclusion of the following under the RFFS/Emergency Planning sections of the Aerodrome Manual:

**Part B – Aerodrome management qualification and training requirements**

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| **A description of the safety management system including:** | Choose an item. | Page: |
| Emergency response planning (The emergency response plan should be integrated into the SMS and reflect the size, nature and complexity of the activities performed by the organisation. An Emergency Response Plan (ERP) should be established that provides the actions to be taken by the organisation or individuals in an emergency) | Choose an item. | Page: |

**Part E – Particulars of the operating procedures of the aerodrome, its equipment and safety measures**

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| **Aerodrome emergency plan including:** | Choose an item. | Page: |
| Where the aerodrome provides specialist equipment, such as rescue craft, emergency tenders, hose layers, appliances with aerial capability etc., details should be included. Procedures to be followed if these facilities are temporarily unavailable should also be included. | Choose an item. | Page: |
| Where medical equipment is held, other than on RFF vehicles, a statement indicating its location and how it is to be transported to an incident should be included. | Choose an item. | Page: |
| The ready availability of, and coordination with, appropriate specialist rescue services to be able to respond to emergencies where an aerodrome is located close to water and/or swampy areas and where a significant proportion of approach or departure operations takes place over these areas. | Choose an item. | Page: |
| An assessment of the approach and departure areas within 1000m of the runway threshold is carried out to determine the options available for intervention. | Choose an item. | Page: |
| The aerodrome operator’s arrangements for determining and implementing plans that ensures that integrated management of response to an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations. | Choose an item. | Page: |
| **Communication and alerting systems including:** | Choose an item. | Page: |
| Procedures for monitoring the aircraft movement area for the purposes of alerting RFF personnel. | Choose an item. | Page: |
| Showing how RFF personnel are alerted throughout the range of functions (training, extraneous duties, etc.) and geographical locations from where they may be expected to respond indicating how the adequacy of the response time capability through their functions and locations is monitored and maintained. | Choose an item. | Page: |
| How RFF personnel engaged in extraneous duties are managed, to ensure that response capability is not compromised and their safety is not affected. | Choose an item. | Page: |
| **RFFS Level of Protection including:** | Choose an item. | Page: |
| Policy statement of the RFFS category(s) to be provided. | Choose an item. | Page: |
| Policy and procedures indicating how changes in the level of RFFS protection normally available at the aerodrome are managed. This should include the extent to which operations are to be restricted and how pilots are to be notified. | Choose an item. | Page: |
| Where RFF respond to aircraft accidents off-aerodrome, the policy should be clearly described to manage the effects on continued aircraft operations. | Choose an item. | Page: |
| Where RFF respond to domestic fires or special services, procedures for managing the impact of this upon the normal RFF response should be included. | Choose an item. | Page: |
| Where a higher category is available by prior arrangement the manual should clearly state the actions necessary to upgrade the facility. Where necessary this should include actions to be taken by other departments. | Choose an item. | Page: |
| The objectives for each RFF category provided should be defined, this should include a brief description of:   * Amounts of media provided;   Discharge rates;   * Number of foam producing appliances; * Staffing levels; * Levels of supervision.   Note: When the objectives are higher than those set out in AMC3 ADR.OPS.B.010, aerodrome operators should also indicate the minimum levels acceptable under their safety policies. | Choose an item. | Page: |
| **Training including:** | Choose an item. | Page: |
| How RFF personnel are properly trained to perform their duties to ensure the initial and continued competence, this should include the following:   * Realistic live fire drills; * Breathing apparatus training in heat and smoke; * First Aid; * Driver training; * Low Visibility procedures; * Human performance including team coordination. | Choose an item. | Page: |
| **Policy & Procedures including:** | Choose an item. | Page: |
| Provision of and training in protective clothing and respiratory equipment to enable them to perform their duties in an effective manner | Choose an item. | Page: |
| How the aerodrome operator ensures that appropriate medical standards are met by RFFS personnel | Choose an item. | Page: |
| Arrangements for ensuring the adequacy of responses in less than optimum conditions of visibility, especially during low visibility operations | Choose an item. | Page: |
| A water needs analysis determining the availability of sufficient quantities of water for firefighting following an aircraft accident | Choose an item. | Page: |