

CHECKLIST FOR AERODROME QUALITY MANAGEMENT
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Aerodrome		Date	
Inspector			
Reference:	CAR 139.02.13: Aerodrome Licensing		
		Do not tick, initialize in the blocks	
1.		Yes	No
	Is the aerodrome licensed?		
2.		Yes	No
	Does the licence specify the category of the aerodrome?		
3.		Yes	No
	Does the licence specify restrictions if any?		
4.		Yes	No
	Does the licence specify expiry date?		

Aerodrome		Date	
Inspector			
Reference:	CAR 139.02.3: Aerodrome Operations Manual (AOM)		
		Do not tick, initialise in the blocks	
1.		Yes	No
	Does the aerodrome operator have an AOM in existence?		
2.		Yes	No
	Is the AOM approved?		
3.		Yes	No
	Does the AOM contain a statement of content by the accountable manager and compliance officer?		

4.		Yes	No
	Does the statement of intent demonstrate the procedures and measures for ensuring that provisions of the regulations in this part are adhered to at all times?		
5.		Yes	No
	Does the AOM contain the required particulars of personnel as per CAR 139.02.3(b) with reference to CAR 139.02.5(1)(a)(i-v)(b)(c) and (2)?		
6.		Yes	No
	Does the AOM contain an organizational chart showing the lines of responsibilities?		
7.		Yes	No
	Does the AOM stipulate the limitations of the use of the aerodrome referred to in CAR 139.01.3? refer CAR 139.02.3(d)		
8.		Yes	No
	Does the AOM have a clear description of the characteristics of, and the infrastructure available at the aerodrome, which complies with the aerodrome design requirements referred to in CAR 139.02.2?		
9.		Yes	No
	Does the AOM contain an aerodrome emergency management system?		
10.		Yes	No
	Does the AOM contain a description of the aerodrome's fire fighting capabilities which complies with the prescribed requirements in CAR 139.02.7?		
11.		Yes	No
	Is an Environmental Management Programme in existence?		
12.		Yes	No
	Does the AOM contain procedures for the notification of aerodrome data and information?		
13.		Yes	No
	Does the AOM contain a quality control system?		

14.		Yes	No
	Does the AOM contain a documented description of the security measures provided at the aerodrome?		
15.		Yes	No
	Does the AOM contain procedures to control, amend and distribute the AOM?		
16.		Yes	No
	Are the areas of, where applicable, the intended air traffic services and the approach and the airspace categories covered?		

Aerodrome		Date	
Inspector			
Reference:	CAR 139.02.4: Quality Control System inclusive of Aviation Safety Programme ICAO Annex 14, Chapter 1, 1.4.6; ICAO Doc 9774, Chapter 3, Section C, Part 5.		
		Do not tick, initialise in the blocks	
1.		Yes	No
	Is there a clear definition of the level of quality the aerodrome operator intends to achieve?		
2.		Yes	No
	Is there a procedure that sets out the level and frequency of internal reviews?		
3.		Yes	No
	Is there a procedure to record the findings of inspections done and communicate them to management?		
4.		Yes	No
	Is there a list of responsible persons?		
5.		Yes	No
	Is there a procedure by which other quality indicators such as facility malfunctions reports, incidents, occurrences, complaints and defects are brought into the quality control system?		
6.		Yes	No
	Is there a procedure for management analysis and review?		

7.		Yes	No
	Is there a procedure for deficiency rectification?		
8.		Yes	No
	Is there a procedure for documenting the complete review process from the inspection to satisfactory management review so that it is available to the Director of Civil Aviation during a safety inspection?		
9.		Yes	No
	Is the required measures taken to ensure that the system is understood, implemented and complied with at all levels?		
10.		Yes	No
	Is there a Safety Management System manual in existence?		
11.		Yes	No
	Is it documented?		
12.		Yes	No
	Is it approved?		
13.		Yes	No
	Is the safety management system implemented?		
14.		Yes	No
	Does the SMS manual contain a safety policy?		
15.		Yes	No
	Does the policy contain a statement clearly stating management's commitment towards safety and the implementation thereof?		
16.		Yes	No
	Does the policy contain a statement clearly stating the organization's commitment to provide the necessary resources for the effective management of safety?		

17.		Yes	No
	Does the policy contain a statement clearly stating the organizations overall objective?		
18.		Yes	No
	Does the policy contain a statement indicating compliance with ICAO, CAR's, CATS and the Occupational Health and Safety Act 85 of 1993?		
19.		Yes	No
	Is the safety objectives clearly defined?		
20.		Yes	No
	Is a designated safety manager appointed?		
21.		Yes	No
	Does he/she have a signed job description?		
22.		Yes	No
	Is a safety committee established?		
23.		Yes	No
	Are minutes of these meetings available for review?		
24.		Yes	No
	Does the SMS manual contain a safety management structure, clearly indicating levels of responsibility?		
25.		Yes	No
	Is there a documented and implemented procedure for hazard and/or incident and /or occurrence reporting, investigation, application of corrective actions and follow-up inspection to verify if corrective actions applied are effective?		
26.		Yes	No
	Is risk management documented?		

27.		Yes	No
	Are risk assessment procedures and frequencies documented and implemented?		
28.		Yes	No
	Is risk analysis done, and the findings thereof documented?		
29.		Yes	No
	Is there a procedure to apply corrective actions?		
30.		Yes	No
	Is there a procedure to do follow-up assessments to ensure corrective actions applied are effective?		
31.		Yes	No
	Is safety performance monitoring documented and implemented?		
32.		Yes	No
	Is safety promotion documented and implemented?		
33.		Yes	No
	Is there a documented and implemented procedure to communicate all safety related information to the entire organization?		
34.		Yes	No
	Is internal safety inspections done and documented?		
35.		Yes	No
	Is there proof of these inspections done?		
36.		Yes	No
	Is external safety audits done and documented?		

