Airside Operating Procedure 01
(Airside Inspection)

Hamid Karzai International Airport

Airside Safety Office

Address: Office # 307, Airside Safety Office, Tower Building
Revision Date: 2-January-2018
PROMULGATION LETTER

The Airside Operating Procedure 01 – *Airside Inspection* produced by Hamid Karzai International Airport (HKIA) Airside Safety Office (ASO) as part of the Aerodrome Safety Management System (ASMS) has been reviewed, accepted and promulgated under the authority of the President of the Hamid Karzai Int’l Airport.

This document was drafted by HKIA Safety Officers and reviewed by the Airside Safety Manager.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date and Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ali Daryab “Daryab”</td>
<td>Airside Safety Manager</td>
<td></td>
</tr>
<tr>
<td>Mr. Mohammad Jawad Wahabzada</td>
<td>Airport Operational Director</td>
<td></td>
</tr>
<tr>
<td>Eng. Temoor Shah Hameedi</td>
<td>Airport Director</td>
<td></td>
</tr>
</tbody>
</table>
Any contribution to improve this document as well as any discrepancy detected shall be directed to HKIA Airside Safety Office (ASO).

Airside Safety Office
Office # 307, ATC Tower Building
oakbflightsafety@gmail.com
0202311803
0784101263
Record of Amendments

As any publication which affects safety, this handbook is subject to change from time to time. The Airside Safety Office will distribute the amendments either in hard or soft copy. As the information is updated, the version number of the document will be amended and all concerned parties will be notified accordingly.

Please record all amendments introduced in this document by updating this page, it will help you to keep track of all amendments.

<table>
<thead>
<tr>
<th>Amendment #</th>
<th>Effective Date</th>
<th>Pages Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 02</td>
<td>1st April 2018</td>
<td>All documents</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table of Contents

Definitions ................................................................................................................................. vi
Abbreviations ........................................................................................................................... vii
Introduction ............................................................................................................................... 8
Objective ..................................................................................................................................... 8
Dissemination ............................................................................................................................ 8
1. Airside inspection Responsibilities ......................................................................................... 9
   1.1 Airport Operational Director .......................................................................................... 9
   1.2 Airside Safety Office (ASO) .......................................................................................... 10
2. Airside safety inspections procedures ..................................................................................... 10
   2.1 Level 1 - Routine Daily Inspections ............................................................................... 10
   2.2 LEVEL 2: Detailed airside inspections .......................................................................... 12
   2.3 LEVEL 3 Operations’ management inspection / audit carried out by senior management .. 14
3 Reporting runway condition to ATS unit and higher management ........................................ 15
4. Specific Inspection Procedures .............................................................................................. 19
5 References .............................................................................................................................. 21
Attachment A .............................................................................................................................. 22
Definitions

**Aerodrome**: A defined area on land or water including any building, installations and equipment, intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.

**Airside**: The movement area of an aerodrome, adjacent terrain and buildings or Portions thereof, access to which is controlled.

**Afternoon inspection**: Refer to *morning inspection*.

**Apron**: A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

**Dawn inspection**: A detailed surface inspection covering the full width of all runways should be undertaken. This should take approximately 15 minutes for each runway (two runs).

**Dusk inspection**: This should cover all runways. It is designed to bridge the gap in runway inspections when the lighting inspection is not required until late in the evening, and should cover the whole runway surface.

**Foreign Object Debris (FOD)**: is any misplaced or loose object that is not in fact expected at the Airside such as: metal, plastic, paper and rocks that, as a result, can injure personnel and damage property.

**Ground Service Equipment (GSE)**: Articles of a specified nature for use in the maintenance repair and servicing of an aircraft on the ground, including testing equipment and that equipment used on the ground to support aircraft operations.

**Maneuvering area**: That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Morning inspection**: normally carried out on an ON/OFF basis concentrating on the area between the runway edge lights.

**Movement area**: That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

**ON/OFF inspection**: conducted with the inspecting vehicle entering and vacating the runway according to traffic and based on ATC Tower instructions.

**Runway**: A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**Taxiway**: A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another,

**Vehicle**: A device in upon or by which a person or property may be transported, carried or otherwise moved from point to point, including a motor vehicle or a devise moved by human power.
Abbreviations

ASO: Airside Safety Office
ATC: Air Traffic Control
ACAA: Afghanistan Civil Aviation Authority
ACAR: Afghanistan Civil Aviation Regulation
ACFT: Aircraft
AOP: Airside Operating Procedure
ATS: Air Traffic Service
AIP: Aeronautical Information publication
CGA: Clear and Graded Area
DTG: Distance to Go
FOD: Foreign Object Debris/Damage
FSO: Flight Safety Officer
GSE: Ground Support/Service Equipment
Hazmat: Hazardous Materials
ICAO: International Civil Aviation Organization
HKIA: Hamid Karzai International Airport
NOTAM: Notice to Airmen
PPE: Personal Protective Equipment
RESA: Runway End Safety Area
RWY: Runway
TWR: Tower
TWY: Taxiway
VDGS: Visual Docking Guidance System
Introduction

The serviceability of the aircraft operating surfaces, associated safety areas and navigational aids is of extreme importance to ensure the safety of air operations at Hamid Karzai Int’l Airport. Conducting regular inspections and audits is a key aspect of ensuring the safety of airside operations. All airside areas need to be periodically checked to ensure they are serviceable and available for use. Particular attention should be paid to the aircraft movement area, namely runways, taxiways and aprons including airside roads and grass areas.

Objective

The objective of the Airside Operating Procedure 01 – Airfield Inspections is to define responsibilities and provide clear guidance to the operational personnel and agencies involved in airfield inspections to perform their duties and establish procedures to carry out such inspection in a safe and effective manner.

Revision

Airside Operating Procedures 01 – Airfield Inspections is produced and reviewed in accordance with the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARP), ICAO PANS Aerodromes and the requirements prescribed in Afghanistan Civil Aviation Regulation – Part 12 – Aerodromes [Paragraph 12.6.20].

Dissemination

The aerodrome operator is responsible for developing and maintaining the aerodrome manual, as well as providing appropriate personnel access to it.

AOP 01 – Airfield Inspections is part of the Aerodrome Manual and shall be made available to all agencies authorized to provide aerodrome services at Kabul International Airport.

Particularities of HKIA

The managerial responsibilities of Hamid Karzai Int’l Airport are shared between the North Atlantic Treaty Organization (NATO) Resolute Support (RS) Mission represented by Commander HKIA and the Afghanistan Civil Aviation Authority (ACAA) represented by the Airport Director.

Airfield Safety Management Office (ASMO) and Airside Safety Office (ASO) share the responsibility to conduct airfield inspections to ensure safe and efficient airport and air operations.
1. Airside inspection Responsibilities

Picture 1 illustrates the original responsibilities of ASO (area shaded in yellow) and ASMO (area shaded in green).

The cooperation between ASO and ASMO in the scope of training and mentoring results in airfield inspections being conducted by either Safety Offices as described in this AOP.

Good operational practice suggests that a three level inspection system is a useful approach to ensure that the highest standards of safety are maintained for all airside users and customers.

A typical three level inspection system has the following main elements:

**LEVEL 1:** Routine (daily) inspections carried out by Airside Operations staff covering the entire movement area and zones adjacent to the airport boundary.

**LEVEL 2:** Detailed airside inspections carried out by Airside Operations and/or the associated departments (technical, maintenance, electrical, infrastructure, etc.) whereby all runways, taxiways and aprons are divided up into a number of areas and inspected in more detail.

**LEVEL 3:** Operations’ management inspection/audit carried out by senior management. These cover all areas and facilities on a planned basis. The main aim of this level is to provide a wider aviation safety oversight perspective and introduce an element of audit to ensure that the other two levels of inspections are carried out to the required standard.

1.1 Airport Operational Director

The Airport Operational Director is responsible and accountable for the safe and efficient management of Aprons 1, 2, 3, 4 and 5. Additionally, the Airport Operational Director shall have the full overview of the airport status in order to act accordingly in the coordination with the appropriate agencies and operators to ensure a safe and efficient flow of traffic accessing the aprons under the airport jurisdiction. To fulfill his responsibilities, the Airport Operational Director shall:
• Perform LEVEL 3 airfield inspections
• Ensure that the other two levels of inspection are carried out to the required standard.

1.2 Airside Safety Office (ASO)

The Airside Safety Office is primarily responsible for the status of Aprons 1, 2, 3, 4 and 5 ensuring the existing status offer safe and efficient operating conditions to the users. Additionally, and in coordination with ASMO, the Airside Safety Office is also responsible for the maneuvering area status. To fulfill its responsibilities, ASO shall:
• Perform LEVEL 1 and LEVEL 2 airfield inspections
• Establish and maintain coordination procedures with all associated departments (technical, maintenance, electrical, infrastructure, etc.

2. Airside safety inspections procedures

2.1 Level 1 - Routine Daily Inspections

Level 1 routine (daily) inspections are specifically designed to provide an overview of the general condition of all airside areas and facilities. This level of inspection should be carried out principally by the Airside Operations Department. Due to the potentially large areas and distances covered, the inspections will necessitate the use of vehicles. All staff carrying out inspections should keep their speed as low as reasonably practicable, as the lower the speed the more effective the inspection will be. It is recommended that these inspections be carried out a minimum of four times per day. However, the frequency should be based on the particularities of the local air traffic, weather phenomena’s, seasons, etc. The typical times to conduct inspections are:
• A first-light inspection prior to daytime operations (dawn inspection).
• Runway noon inspection.
• A last-light inspection prior to night operations (dusk inspection).

Runway noon inspections are conducted as follows:
- The runway condition, including cleanliness, presence of FOD.
- Runway signs, lights and paint markings for damage.
- PAPI units and Runway Guard Lights and any other runway lights and wing bars.
- Any obstructions infringing the runway strips and its protected surfaces.
- All areas of work in progress on / or adjacent to the runway system Condition of all windslees.

A complete airfield inspection is normally conducted twice per day at dawn and dusk as follows.

Runways
• The runway condition, including cleanliness, rubber build-up and pit / drain covers.
• The runway friction course, particularly for cracking and loose material.
• Runway signs, lights and paint markings for damage and wear.
• The runway strip, RESA, and CGA, including drainage.
• PAPI units and Runway Guard Lights and any other runway lights and wing bars.
• Any obstructions infringing the runway strips and its protected surfaces.
• All areas of work in progress on / or adjacent to the runway system.
• Condition of all windsleeves for day / night operations.

Taxiways and Taxilanes
• All taxiway pavement surfaces particularly with regard to cleanliness and FOD.
• All taxiway signs, lights and paint markings for damage or wear.
• Any obstructions and excavations that may affect the taxiway strip.
• All areas of work in progress on or adjacent to the taxiway system.
• All taxiway center line light fittings and markers.
• General condition of drains, and covers.
• The state of the grass edge, including any water-logged areas.

Grass Areas (or other areas adjacent to the taxiway system)
• General condition of the vegetation, particularly any areas of blast erosion.
• Grass length and the amount of weeds, particularly near lights and signs.
• Any areas of standing water.
• Depressions or aircraft wheel tracks.
• Excessive difference in levels at the edge of paved surfaces.
• Cleanliness of these areas with regard to FOD.
• All areas of work in progress.

Apron Areas
• General surface condition and any pavement damage.
• Apron cleanliness particularly fuel / oil spillages, debris and FOD.
• Cleanliness of all paint markings and signs.
• All apron signs, lights and markings, including apron-taxiway intersection lights.
• Any incorrect parking of aircraft, vehicles, equipment, air bridges, etc.
• All areas of work in progress.

Airport Lighting
• All runway approach lighting should be inspected every evening at dusk prior to night operations and any defects reported immediately.
• All runway lighting shall be checked as soon as practicable after the lighting has been switched on. Individual light outages and circuit failures should be reported immediately.
• All taxiway lighting should be checked as soon as practicable and should include all centerlines, edge lights, stop bars, runway guard lights and lead on / lead-off lights. Outages should be reported immediately.
• All apron lighting should be inspected and any outages reported immediately.
• In order to maintain safety, all repairs and / or replacements should be done in a timely fashion.

Zones outside the Airport Boundary
A regular inspection of the areas adjacent to and surrounding the airport boundary should be made to ensure that there are no obstructions affecting protected surfaces, particularly in the approach and departure areas of all runways. Items such as cranes should be dealt with immediately. Any
agricultural activity that may attract concentrations of birds to the vicinity of the airfield should also be noted and reported.

2.2 LEVEL 2: Detailed airside inspections

Level 2 inspections are more detailed checks of the condition on the movement area and its associated facilities than those carried out at Level 1. The Level 2 inspections are best carried out on foot or by using a vehicle operating at a very slow speed thus enabling a far more comprehensive assessment to be made.

Within the Level 2 process the movement area should be divided up into a number of zones depending on the size of the airport. One zone should be inspected in detail each day or depending on the amount of traffic in the area to be inspected. The Level 2 inspections can be carried out at a time on each day that best suits the demand, runway in use or other operational requirements. The areas covered by the Level 2 detailed inspections are as follows:

Runways
All runways should be inspected in detail on a quarterly cycle. Typically, the runway can be divided up into a number of sections. Dependent upon the movement rate on the day of the inspection, a number of sections can be checked. The following should be inspected:

Surfaces
The full length and width of the runway should be inspected during the cycle. The inspections should record cracks, and general break-up and any other surface failure particularly if there are signs of debris. Particular attention should be paid to the touchdown zones and those areas that are highly utilized by aircraft. The touchdown zones should also receive particular attention to assess the degree of rubber build-up that may affect the runway surface friction co-efficient. Attention should also be given to rapid exit and access taxiways.

Signs, Markings and Lights
All signage along the runway should be checked for general condition. All runway markings should be checked for visibility, particularly in the touchdown zones where rubber deposits may have blackened certain markings. A selection of light fittings should be checked for general safety particularly with regard to fixing nuts.

Runway Strip
The area surrounding the runway, including the Strip, Clear and Graded Area (CGA), and Runway End Safety Area (RESA) should also be checked. Attention should be given to its general bearing strength, the nature of the surface, any obstructions (frangible) and any other features that could cause damage to an aircraft should it overrun or undershoot into these areas.

Runway Approach Light Systems
In addition to the runway surface inspection process, typically twice a year, each full approach lighting system, its cables, light fittings, masts and other support structures must be checked for its general safety and serviceability, by a physical check on foot. During the lighting check a general assessment of the lighting pattern should be made and any outages or gross misalignments noted and reported immediately.
Zones Surrounding the Airport
Once a week senior operations staff should make a tour of the areas adjacent to and surrounding the airport boundary to check that there are no obstructions infringing protected surfaces particularly in the approach and departure areas. Items of concern should include tall trees, cranes, lights that may create glare or cause confusion to pilots and agricultural practices that could cause an increase in bird activity.

Taxiways
The airport’s taxiway system should be inspected in detail each day, at a time dictated by traffic movements, runway in use, etc. One section of the taxiway should be inspected on foot and all defects noted on a specialized map / diagram of the area. The following should be inspected:

Surfaces
All taxiway surfaces including any hard shoulders should be checked. Surfaces should be inspected for cracks, deterioration and debris.

Signs, Markings and Lights
All taxiway paint markings should be checked and any needing repainting noted. All signs should be checked for their visibility and stability particularly where they may be affected by jet blast. A selection of taxiway light fittings should be checked for general safety.

Surrounding Areas
All taxiway strips and associated grass or other paved areas should also be checked for their general safety, particularly with regard to obstructions and surface conditions in a similar way to the clear and graded area of the runway.

Aprons and Stands
The airport aprons and stand areas should be inspected on foot and all defects noted on a specialized map / diagram of the area. The following should be inspected:

Surfaces
All aprons, stands and associated equipment parking areas should be checked for surface breakup particularly where debris and FOD is being created.

Signs, Markings and Lights
All surface paint markings associated with aircraft maneuvering and parking, as well as pedestrian crosswalks should be checked and any repainting requirements noted. Additionally, all signs, markings and lights associated with the Visual Docking Guidance Systems (VDGS) should be checked for correct functionality.
Other

All emergency telephones should also be checked for proper functioning. Visibility and accessibility of firefighting equipment, fuel shut-off valves and emergency exits, parking of air bridges, compliance with NO PARKING restrictions, as well as audible and visual warning systems should also be verified.

Surrounding Areas

All service roads and equipment parking areas serving each stand should also be checked for general serviceability and condition particularly where the surface may cause damage to vehicles or injury to passengers or personnel. These areas should also be checked for general cleanliness and parking discipline.

2.3 LEVEL 3 Operations’ management inspection / audit carried out by senior management.

The Level 3 management process is essentially an audit of the Level 2 detailed inspections and it also ensures that senior Operations and Engineering management are fully involved in the overall airside inspection process. The Level 3 process should be carried out typically on a weekly basis and cover the aprons, stands and taxiways in such a way that each area is audited / inspected on a quarterly basis.

The audit team should log their findings on special report forms. Any major problems that are found should be reported immediately. Prior to the Level 3 inspection, the previous Level 2 detailed inspection reports of the particular areas to be covered should be examined. This will allow senior Operations management to audit the detailed Level 2 inspection for content.

Additionally, twice a year the senior Operations / Engineering management team should walk the full length of all runways. This will allow managers to keep an up-to-date working knowledge of their surface condition. This inspection should be recorded and photographs taken where appropriate. This semi-annual inspection will also allow an audit of the detailed Level 2 inspections of the runway to be carried out. In addition to the runway inspections, there should be a semi-annual physical inspection of the runway approach light systems. This inspection will check for the general pattern, security and light output of each system.

All Level 3 management inspections should be undertaken on foot and should be coordinated with ATC. The forms filled out as part of the Level 3 inspections should be kept for at least five years as well as for audit purposes, for example by the National Aviation Authority or other external bodies.

The level three inspection system, as part of its SMS, should allow each airport operator to:

- Ensure compliance with the ICAO Annex 14 – Aerodromes, Volume 1, and the Airport Certification requirements of the National Aviation Authority.
- Ensure that any failures, unserviceable facilities, or obstructions that may affect the safety of aircraft and personnel on the airfield are promulgated appropriately and planned rectification initiated.
- Ensure compliance with the requirements of Workplace Health and Safety legislation of some States.

In addition to the inspections referred above, a complete airfield inspection shall be conducted following:

- Construction or maintenance works.
- Snow cleaning operations.

An extraordinary runway inspection shall be conducted following:

- An earthquake.
• the landing of an aircraft in a state of technical emergency.
• reported or suspected bird strike.
• reported presence of wildlife.
• repairs or maintenance on the runway.
• the closure or the suspension of runway operations.
• Mortars/rocket attack.
• Adverse weather conditions such as strong winds or precipitation (pavement contamination by weather phenomena).

Runway inspections shall be carried out in the direction opposite to that being used for landing or taking off, primarily for safety reasons.

The runway inspection is normally carried out in a single run from one extremity of the runway to the other.

To minimize impact on air operations, runway inspections might be carried out as ON/OFF inspection. The ON/OFF inspection consists in the inspecting vehicle entering and vacating the runway according to traffic and based on ATC Tower instructions.

### 3 Reporting runway condition to ATS unit and higher management

The RWY condition shall be reported to ATC Tower as follows:

- Runway Dry: the surface of the runway is clear of water, snow or ice.
- Runway Damp: the surface shows a change of color due to moisture.
- Runway Wet: the surface is soaked but there is no standing water.

When reporting the runway condition to ATC TWR, the segments are referred to as the first, second or third part of the runway. The first part always means the first third of the runway in use at the time of the inspection.

*Figure 1(RWY guiding parts at the time of inspection while reporting RWY condition)*
Airside Inspection

Section 1

Surface Friction Test

Coordination process between ASO and ASMO in terms of friction measurement in a runway contaminated by water shall be conducted whenever:

- a significant depth of water on the runway exists, in which case the need for determination of the aquaplaning tendency must be recognized.
- the slippery runway under unusual conditions, where additional measurements should be made when such conditions occur such as rain following long periods without precipitation.
- After the cleaning of the runway, following an incident where considerable amount of man-made fluids (fuel, oils) have been spilled on the runway.

Friction measurements are conducted using a SKIDDOMETER and the readings shall be reported to ATC TWR as follows:

- GOOD: equal or above .60
- MEDIUM: between .49 to .59
- POOR: less than .49

Note: Currently friction measurement is being conducted by RS HKIA contracted company.

When the runway is contaminated with snow, ice or slush, friction measurement shall be conducted at regular intervals during and after runway clearing operations.

As a reference for recognizing the snow types, the following definitions apply:

- Dry snow: Snow which can be blown if loose or, if compacted by hand, will fall apart again upon release.
- Wet snow: Snow which, if compacted by hand, will stick together and tend to or form a snowball.
- Compacted snow: Snow which has been compressed into a solid mass that resists further compression and will hold together or break up into lumps if picked up.
- Slush: Water-saturated snow which with a heel-and-toe slap-down motion against the ground will be displaced with a splatter.
Routine Runways inspection route during Morning and Afternoon will be followed as specified with arrows in bellow figured:

ATC Tower shall be notified immediately when during an inspection it is found that a condition prevents the air operations to be conducted in a safe manner.

ASO shall suspend the air operations by reporting ATC TWR in any parts of the maneuvering area, if found an unsuitable circumstance for aircraft operation and notify the appropriate agency to overcome the condition as soon as practicable.

On completion of runway inspection, the information gathered should be entered in the Airport Inspection Log located on the ASO computer system.
If required, the Operations Director shall be informed of the airside status in the morning and at any time an abnormal condition requires the intervention of maintenance teams.

*Figure 4 (Regular RWY and TXY inspection path guide)*
4. **Specific Inspection Procedures**

Prior commencing a runway or taxiway inspection, permission must be obtained initially from the ATC tower using a two-way radio communication.

The Airside Inspector shall obey driving courtesy (i.e. speed limits, right of way, signs, markings and lightings).

The regular inspection consists of checks and observations of the following:

- **a)** Runway, taxiways and aprons markings are visible and in good order.
- **b)** Paved areas are in good condition and are free of FOD and other loose materials. Also any potential hazard is controlled prior to it becoming relevant.
- **c)** A visual inspection of all airfield lightings, signage and markings to make sure that are in good shape(s).
- **d)** Road Traffic signs, boundary markers, etc. are serviceable and in position.
- **e)** Visual inspection for spillage (contaminants-oils etc.) should be undertaken as per the daily regular inspection.
- **f)** Rubber contamination inspections should be undertaken as per need for surface markings visibility condition.
- **g)** The inspection should be carried out in a vehicle and driven at a speed of no more than 80 km/h in RWY, 60 km/h in TWYs, 20 km/h in aprons and 30 km/h in service road where possible, less in certain locations and conditions.
- **h)** 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.
- **i)** Special attention should be made to any areas where work is in progress to ensure that they are clear of ACFT jet blast and maneuvering area’s safety distance. 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.
- **j)** On completion of the inspection, the ATC Tower must be notified of the area that has been vacated.
- **k)** ASO staff conducting Airside inspection shall be equipped with two-way radio communication with ATC TWR and other necessary departments.

**Foreign Objects Debris (FOD) detection and removal:**

All personnel working on the Airside have responsibility of keeping the airside free of FOD. ASO office and Airport Construction company will promote FOD walk program on the CMA from TWY Alpha to TWY Golf all the grass area between the edge paved of the RWY and the edge paved of TWY Bravo according to the requirement per-week or per-month.

The FOD walk shall be done as follows:

- **a)** Airport Contractor company shall notify ASO office at least two days ago.
- **b)** ASO management will notify ATC and related department on the day that receiving FOD walking on CMA from airport contractor company.
- **c)** ASO management will notify ATC on the day FOD walking happen on the CMA via telephone or VHF radio.
- **d)** Airport construction company shall have equipped while conducting FOD walking on CMA.
Windsocks inspection:
Inspection of the windsock frames and supporting structure requires all the elements to be fully observed for effect of corrosion, damage or mechanical concern and to check for the correct operation of moving parts and mechanisms. A fully inspection of the elements shall be conducted once per month.
The windsock and associated lights should be checked visually during the Dawn and Dusk inspections to verify the fabric wind cone is not tiered and the obstruction lights are operating.
Note: ISAF has the accountability to check the windsocks.

Obstruction lights:
Obstruction lights should be monitored visually during the Dawn and Dusk inspections.
Outage of any lamp should be reported to ATC TWR and shall seek for proper action taken.
Note: Currently repair of any lighting system is done by ISAF.

Vegetation:
Grass height should have kept as low as practicable on unpaved areas of airside. According to ICAO vegetation should not grow higher than 20cm.
5 References

1. ICAO Annex 14
2. Doc 9137 – Part 2,3
3. Doc 9137 - Part 8
4. Afghanistan Civil Aviation Regulation Part 12
5. Afghanistan AIP
## AIRSIDE DAILY INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>Date:</th>
<th>Started time:</th>
<th>Completed time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavement surface Status</td>
<td>Dry ☐</td>
<td>Damp ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Inspected items</th>
<th>OK</th>
<th>Observation</th>
<th>Required Correction</th>
<th>NOTAM ISSUED</th>
</tr>
</thead>
<tbody>
<tr>
<td>RWY 11/29</td>
<td>Pavement</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>Markings</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>Edge Lights</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>Approach Lights RWY 11</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>Approach Lights RWY 29</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>Threshold Lights RWY 11</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>Threshold Lights RWY 29</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>RWY End Lights RWY 11</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>RWY End Lights RWY 29</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>PAPI RWY 11</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>PAPI RWY 29</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>DTG Signs</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>Stop bar lights</td>
<td>☐</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>TWY</td>
<td>Pavement</td>
<td>Markings</td>
<td>Safe Guards Lights</td>
<td>Edge Lights</td>
<td>RWY designator and location indicator sign</td>
</tr>
<tr>
<td>-----</td>
<td>----------</td>
<td>----------</td>
<td>-------------------</td>
<td>-------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>TWY A</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY B</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY C</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY D</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY</td>
<td>Pavement</td>
<td>Markings</td>
<td>Safe Guards Lights</td>
<td>Edge Lights</td>
<td>RWY designator and location indicator sign</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
<td>----------</td>
<td>-------------------</td>
<td>------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>TWY E</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY F</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY G</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY H</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY</td>
<td>Pavement</td>
<td>Markings</td>
<td>Center Lights</td>
<td>Edge Lights</td>
<td>Pavement</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
<td>----------</td>
<td>---------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>TWY J</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY K</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY M</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TWY N</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>APRONS</td>
<td>Apron 1</td>
<td>Apron 2</td>
<td>Apron 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pavement</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Markings</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flooding lights</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FODs &amp; FOD Bins</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GSE</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apron 4</td>
<td>PPE</td>
<td>☐</td>
<td>☐</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pavement</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Markings</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flooding lights</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FODs &amp; FOS Bins</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Extinguishers</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GSE</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPE</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>Apron 5</td>
<td>Pavement</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Markings</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flooding lights</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FODs &amp; FOD Bins</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Extinguishers</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPE</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>Wind Socks</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FOD/HAZMAT</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obstruction Lights</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vegetation</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drainage</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wildlife Activities</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working Activities</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visual Aids</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obstacle</td>
<td>☐</td>
<td></td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
</tbody>
</table>

Signature