

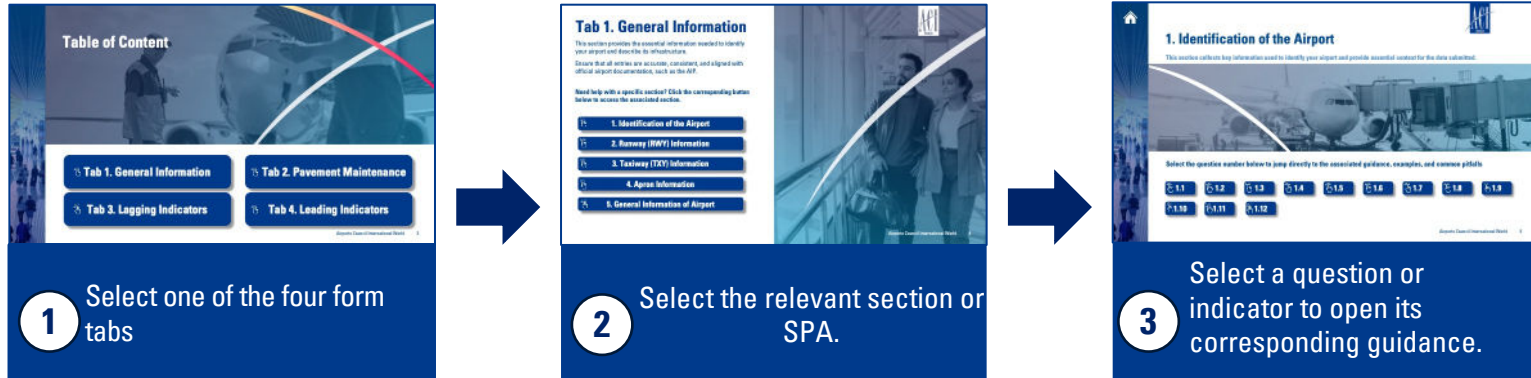
ACI Safety & Operations Data Collection Program

Form Completion Guide

Guidance for Accurate and
Consistent Data Submission

How to Use This Guide

This guide uses a simple three-step navigation process to help you quickly find the guidance for any question in the data collection form.



Click the Home icon in the upper-left corner of any guidance slide to return to the main Table of Contents.



The hand icon identifies a clickable button or field. Select it to open the linked tab, section, or question.

Notes

- **Some questions share the same guidance.** Multiple question buttons may open the same guidance slide when the instructions are identical or provided in the same slide.
- **Some questions span two slides.** Where additional explanation is provided, the first slide includes the note: “See the next slide for more guidance.”
- **Sequential reading is also supported.** Although the guide is designed for quick navigation using the buttons, it can also be read slide by slide in its natural order like a standard presentation.

Table of Content

 **Tab 1. General Information**

 **Tab 2. Pavement Maintenance**

 **Tab 3. Lagging Indicators**

 **Tab 4. Leading Indicators**

Tab 1. General Information

This section provides the essential information needed to identify your airport and describe its infrastructure.

Ensure that all entries are accurate, consistent, and aligned with official airport documentation, such as the AIP.

Need help with a specific section? Click the corresponding button below to access the associated section.



1. Identification of the Airport



2. Runway (RWY) Information



3. Taxiway (TXY) Information



4. Apron Information



5. General Information of Airport





1. Identification of the Airport

This section collects key information used to identify your airport and provide essential context for the data submitted.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls

 1.1

 1.2

 1.3

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1. Identification of the Airport

Question 1.1 — Airport Name

What is required

Enter the official name of the airport as published in official documents (e.g. AIP).

How to answer

- Use the full formal name of the airport.
- Avoid abbreviations, airport codes, or informal naming.

Common issues

- Using short names or city names instead of the official airport name
- Using abbreviations or airport codes (e.g. IATA/ICAO codes)
- Inconsistent naming across different submissions or years
- Including unnecessary additional information

Example

Montréal–Trudeau International Airport





1. Identification of the Airport

Question 1.2 — Airport Code (IATA 3-letter Code)

What is required

Enter the official IATA 3-letter code assigned to the airport.

This code is used to uniquely identify the airport across the dataset.

How to answer

Provide the standard IATA code assigned to your airport.

If unsure, refer to the IATA airport code database at <https://www.iata.org/en/publications/directories/code-search/>

Common issues

- Entering ICAO codes instead of IATA codes
- Entering more or fewer than three characters
- Using outdated or incorrect codes
- Inconsistency with previous submissions

Example

YUL

Search Airport Codes

Search

SEARCH NOW

RESET

You searched for "Montreal"

CITY NAME	AIRPORT NAME	3-LETTER LOCATION CODE
Montreal	St-Hubert	YHU
Montreal	Pierre E.Trudeau Intl	YUL
Montreal	Mirabel Intl	YMX
Montreal	Metropolitan Area	YMQ



1. Identification of the Airport

Question 1.3 — ACI Region

What is required

Select the ACI region to which your airport belongs, based on Airports Council International (ACI) regional classification.

How to answer

Choose the appropriate region from the dropdown list provided in the form.

Common issues

- Selecting a region based on geography rather than ACI classification
- Inconsistent selection across different submissions or years

Example

Montreal → Canada → ACI North America

Dropdown List Options

- Africa
- Asia-Pacific & Middle East
- Europe
- Latin America–Caribbean
- North America



1. Identification of the Airport

Question 1.4 — Annual Aircraft Movements (ATM)

What is required

Enter the total number of aircraft movements (take-offs and landings) at your airport during the selected data year.

How to answer

- Provide the total number of aircraft movements for the **same data year selected in Question 1.12.**
- Each landing and each take-off counts as one movement.
- Include all aircraft movements relevant to your airport operations (e.g. commercial, cargo, general aviation, and other applicable movements).

Common issues

- Reporting passenger numbers instead of aircraft movements
- Reporting only take-offs or only landings (instead of both)
- Using estimates instead of official statistics
- Using data from a different year than the selected data year

Example

If your airport recorded 120,000 landings and 120,000 take-offs in 2024 → Annual Aircraft Movements = **240,000**



1. Identification of the Airport

Question 1.5 — Aerodrome Certification (CAA)

What is required

Indicate whether your aerodrome is formally certified by the National Civil Aviation Authority (CAA).

How to answer

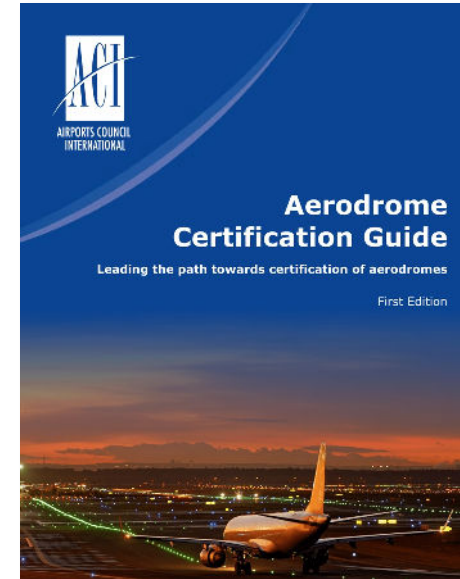
- Select **“Yes”** if your airport holds a valid aerodrome certificate issued by the CAA.
- Select **“No”** if the airport is not formally certified, even if it is operational or regulated.

Common issues

- Confusing “regulated” or “approved” with formal certification
- Assuming all international airports are automatically certified
- Selecting “Yes” without a valid or current certificate
- Inconsistent responses across different data years

Note

Aerodrome certification is issued under national regulations aligned with ICAO Annex 14 or other applicable **civil aviation frameworks** (e.g. FAA, EASA). If your airport operates under a different regulatory or operational framework (e.g. military), select **No**.



ACI Aerodrome Certification Guide
Click the image to Learn More



1. Identification of the Airport

Question 1.6 — Aerodrome Certificate Issue Date

What is required

Enter the issuance date of the current aerodrome certificate issued by the CAA.

How to answer

Provide the **date of issue** of the current valid aerodrome certificate.
Use the format: **YYYY-MM-DD** (e.g. 2024-01-15).

Common issues

- Entering the **expiry date** instead of the issue date
- Using different date formats (e.g. DD/MM/YYYY)
- Providing the **original certification date** instead of the current certificate
- Entering a date while “No” is selected in Question 1.5
- Inconsistent dates across different data years

Note

This field applies only to certified aerodromes. If your aerodrome is **not certified**, leave this field blank. Ensure the date corresponds to the **current valid certificate** at the time of reporting.



ACI-ICAO Aerodrome Certification Course
[Click the image to Learn More](#)



1. Identification of the Airport

Question 1.7 — Measurement System

What is required

Select the unit of measurement used at your airport for reporting infrastructure dimensions.

How to answer

Choose the unit system used in your airport's **official documentation** (e.g. AIP, engineering records).

Select:

- **Meters** if your airport uses the metric system
- **Feet** if your airport uses the imperial system

Common issues

- Mixing units across different sections of the form
- Assuming conversion will be applied automatically
- Using estimates or converting values manually instead of reporting original data

Note

This selection applies to **all relevant fields in the form** (e.g. runway length, runway width, RESA).

Ensure consistency with your airport's **AIP and internal records**.



1. Identification of the Airport

Question 1.8 — Aviation Regulatory Framework

What is required

Select the primary aviation regulatory framework under which your airport operates.

How to answer

Select the option that best reflects your **national or regional regulatory authority** (e.g. ICAO-based, FAA, EASA).

Note

Aviation regulatory frameworks are typically established by a **State's Civil Aviation Authority (CAA)**, which develops regulations applicable to all aviation service providers within that State.

In many countries, national regulations are **aligned with ICAO standards (e.g. Annex 14)**, sometimes with adaptations to local contexts. In Europe, a common regulatory framework is applied through **EASA**, which is adopted by member States. In the United States, the **FAA** acts as the national authority and applies its own regulatory framework, which differs in some areas from ICAO.

Select the framework that best represents the **regulatory basis used by your airport**.

Dropdown List Options

- ICAO
- FAA
- EASA



1. Identification of the Airport

Questions 1.9 –1.11 — Submission Contact Information

What is required

Provide the contact details of the individual responsible for submitting this form. This person will serve as the primary point of contact for any follow-up or clarification.

How to answer

1.9 - Name of person submitting

- Use full name
- No abbreviations

1.10 - Job title

- Use official role (e.g., Safety Manager)
- Avoid generic titles (e.g., “staff”)

1.11 - Email address

- Use professional email and avoid personal emails if possible
- Ensure it is monitored

Note

The person identified in this section will be considered the **focal point for ACI** regarding this submission. They may be contacted for data validation, clarification, or follow-up activities related to the Safety and Operations Data Collection Program.



1. Identification of the Airport

Question 1.12 — Data Year

What is required

Select the **data year**, defined as the **calendar year (January to December)** during which the reported activities and data occurred. This is **not the year in which the form is completed or submitted**.

How to answer

Select the year for which **all data in the form applies**. All entries must reflect a complete **January to December period** for the selected year.

Common issues

- Mixing data from multiple years in a single submission
- Selecting the submission year instead of the year in which the data occurred
- Providing partial-year data (e.g. only a few months)
- Using estimates or projections instead of actual data

Note

All data must reflect a complete **January to December period** using the **Gregorian calendar**. If your country uses a different calendar system, please **convert and report the data according to the Gregorian calendar year**.

Dropdown List Options

- 2021
- 2022
- 2023
- 2024
- 2025



2. Runway (RWY) Information

This section collects detailed information on the characteristics of Runways at your airport.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



2.1



2.2



2.3



2.4



2.5



2.6



2.7



2.8



2.9



2. Runway (RWY) Information

Question 2.1 — Runway Designation

What is required

Provide the official runway designation as published in the Aeronautical Information Publication (AIP).

How to answer

- Enter the **runway designation exactly as published**
- Use the **full designation including suffixes** where applicable (L, R, C)
- Report both directions of the same physical runway within the same runway (same row), using separate cells for each direction (Runway1, Runway 2, etc)

Common issues

- Reporting each runway direction as a separate runway (e.g., entering 09 and 27 as Runway 1 and Runway 2)
- Entering both directions in a single cell (e.g., 09/27 in one field)
- Omitting suffixes such as L, R, or C

Important

A single physical runway has **two designations**, one for each direction (e.g., 09/27). These **must be reported together as one runway**.

Example

09/27 or 18L/36R

2.1	
Runways	Runway Designation
Runway 1	09
Runway 2	27

2.1	
Runways	Runway Designation
Runway 1	09/27
Runway 2	

2.1	
Runways	Runway Designation
Runway 1	09 27



2. Runway (RWY) Information

Question 2.2 — Runway Surface

What is required

Provide the **type of surface** of each runway as published in the Aeronautical Information Publication (AIP).

How to answer

- Select the option that best describes the **runway surface**
- Use “**Combination**” if the runway includes **more than one surface type** (e.g., part asphalt and part concrete)
- Select “**Other**” for surfaces not listed (e.g., grass, gravel)

Important

The runway surface refers to the **construction material**, not its condition or operational status.

Ensure consistency with the **AIP and official aerodrome documentation**.

Example

All in asphalt

All in concrete

Combination (asphalt and concrete)

Dropdown List Options

- All in Asphalt
- All in concrete
- Combination (asphalt and concrete)
- Other



2. Runway (RWY) Information

Questions 2.3–2.4 — Runway Dimensions

What is required

Provide the **physical runway length and width** as published in the Aeronautical Information Publication (AIP).

How to answer

Runway Length (2.3)

- Enter the **physical runway length**, not declared distances
- Ensure consistency with the **AIP**

Runway Width (2.4)

- Enter the **physical runway width**
- Typically, constant for the full runway

Common issues

Length-related

- Reporting **TORA, TODA, or LDA** instead of physical length

Example

Length: 3,600 m. Width: 45 m

2.3	2.4
Runway Length (Meter)	Runway Width (Meter)
3300	60
3300	60
2950	45
2950	45





2. Runway (RWY) Information

Question 2.5 — RESA (ICAO) / RSA (FAA)

What is required

Indicate whether the runway is provided with a **Runway End Safety Area (RESA)** or **Runway Safety Area (RSA)**, and select the **applicable length category**.

How to answer

Select the option that matches your **applicable regulatory framework**: **ICAO → RESA** **FAA → RSA**

Choose the **length category** that best reflects the actual provision

Use official sources such as AIP or Aerodrome certification documents

Common issues

- Confusing **RESA (ICAO)** with **RSA (FAA)**
- Reporting **strip or runway length** instead of **RESA/RSA length**
- Estimating values instead of using official data

Example

RESA: 90 m or RESA: Between 90 m and 240 m

Dropdown List Options

- None
- RESA: Less than 90m
- RESA: 90m
- RESA: Between 90m and 240m
- RESA: 240m
- RESA: More than 240m
- RSA: 600 feet
- RSA: 1,000 feet
- RSA: More than 1,000 feet



2. Runway (RWY) Information

Question 2.6 — Runway Surface Grooving

What is required

Indicate whether the runway surface is **grooved**.

How to answer

Select **Yes** if the runway has **transverse grooves** designed to improve friction and drainage

Select **No** if the runway surface is **not grooved**

Common issues

- Confusing grooving with **surface texture or asphalt type**
- Assuming all paved runways are grooved
- Not considering that grooving may be **partial or worn out**

Definition

Runway grooving consists of **regularly spaced shallow channels cut into the pavement surface** to:

- Improve **water drainage**
- Reduce the risk of **hydroplaning**
- Enhance **braking performance**, especially in wet conditions





2. Runway (RWY) Information

Question 2.7 — Runway Approach Category

What is required

Select the **runway approach category** based on the type of instrument approach available.

How to answer

Select the runway approach category for each runway using the dropdown list, ensuring it reflects the information published in the Aeronautical Information Publication (AIP).

Definition (simplified)

The runway approach category describes the **level of precision and guidance** available for aircraft during landing.

Note

Report the **highest operational approach category available** for the runway during the selected data year.

Dropdown List Options

- Non-Instrument
- Non-Precision
- CAT-I
- CAT-II
- CAT-III A
- CAT-III B
- CAT-III C



2. Runway (RWY) Information

Question 2.8 — Runway Status Lights (RWSL)

What is required

Indicate whether the runway is equipped with a **Runway Status Lights (RWSL) system**.

How to answer

Select **Yes** if the runway is equipped with an **operational RWSL system**

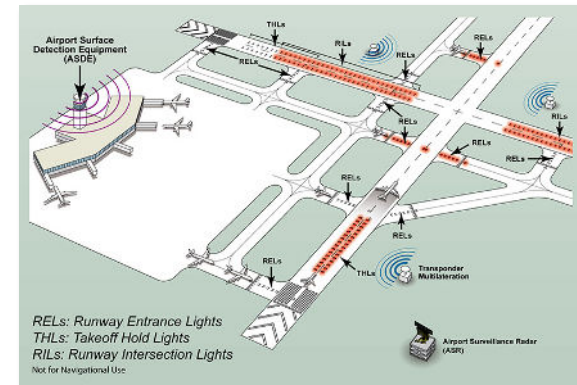
Select **No** if the runway is not equipped with an RWSL system

Definition (simplified)

- RWSL are **automated in-pavement red lights** that:
- Provide **real-time warnings** to pilots and vehicle operators
- Indicate when it is **unsafe to enter or cross a runway**
- Operate **independently of ATC clearances**

Common issues

- Confusing RWSL with **stop bars or other airfield lighting systems**
- Assuming standard runway lighting includes RWSL
- Reporting **planned or partially implemented systems** as “Yes”
- Confusing RWSL with **ATC-controlled lighting**



For further information, refer to the Skybrary article:
<https://skybrary.aero/articles/runway-status-lights-rws>



2. Runway (RWY) Information

Question 2.9 — Critical Aircraft (Most Demanding Aircraft)

What is required

Identify the **critical aircraft** for the runway using the dropdown list.

How to answer

Select the aircraft type that represents the **most demanding aircraft regularly operating** on the runway
Use the dropdown list provided

Definition (aligned with ICAO & FAA)

ICAO (PANS Aerodrome Doc 9981): The type of aeroplane which is the most demanding for the relevant elements of the physical infrastructure and the facilities for which the aerodrome is intended.

FAA (AC_150_5000-17): The critical aircraft is the most demanding aircraft type, or grouping of aircraft with similar characteristics, that make regular use of the airport. Regular use is 500 annual operations, including both itinerant and local operations but excluding touch-and-go operations. An operation is either a takeoff or landing.

Dropdown guidance

- If the exact aircraft is not listed, select the closest applicable category (e.g., Other Wide-Body, Other Narrow-Body, etc.)



3. Taxiway (TWY) Information

This section collects detailed information on the characteristics of Taxiways at your airport.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls

 3.1

 3.2

 3.3

 3.4

 3.5

 3.6



3. Taxiway (TWY) Information

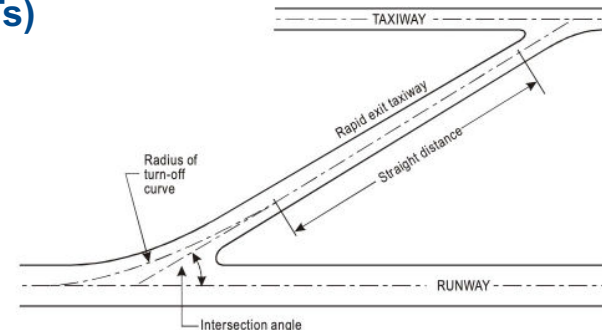
Question 3.1 — Number of Rapid Exit Taxiways (RETs)

What is required

Provide the **number of Rapid Exit Taxiways (RETs)**

How to answer

Enter a **whole number (≥ 0)**



ICAO Annex 14-V1: Figure 3-3. Rapid exit taxiway

Definition (simplified)

ICAO Annex 14 V1: A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

Common issues

- Including **standard 90-degree exits**
- Double counting RETs for both runway directions
- Estimating instead of using **actual aerodrome data (AIP or charts)**



3. Taxiway (TWY) Information

Question 3.2 — Number of End-Around Taxiways (EATs)

What is required

Provide the **number of End-Around Taxiways (EATs)**.

How to answer

Enter a **whole number (≥ 0)**

Definition (simplified)

End-Around Taxiways (EATs) are taxiways that:

- Bypass the **runway threshold/end**
- Allow aircraft to **continue taxiing without entering or crossing the runway**
- Support **continuous traffic flow and reduced runway crossings**

Note

Exclude taxiways that require aircraft to enter or cross the runway at any point.



End-Around Taxiway



3. Taxiway (TWY) Information

Question 3.3 — Stop bars Availability

What is required

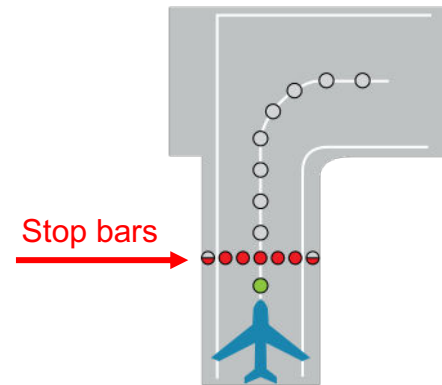
This question asks whether **stop bars** are installed **only at runway entry points** or at **all taxiway–runway intersections**.

How to answer

1. **Yes:** Stop bars are installed at all TWY/RWY intersections.
2. **Only at runway entry points:** Stop bars are installed only at runway entry points, not at all intersections.
3. **Some intersections, but not at all:** Stop bars are installed at selected TWY/RWY intersections, but coverage is not complete.
4. **Not installed:** No stop bars are installed at the airport.

Common issues

- Confusing stop bars with **wig-wags**
- Assuming stop bars exist at all intersections
- Answering based on procedures instead of **actual installation**



ACI Runway Safety Handbook:
Figure 12. Stop bars



3. Taxiway (TWY) Information

Question 3.4 — Stop bars Operability

What is required

Indicate how **stop bars** are **operated** at your airport.

How to answer

- **At all times:** Stop bars are continuously in operation, regardless of visibility conditions.
- **LVP only:** Stop bars are operated only during low visibility conditions (e.g. fog, reduced RVR).
- **Some are in operation at all times:** Stop bars at certain locations operate continuously, while others are used only during LVP.
- **Not applicable:** Stop bars are not installed, so this question does not apply.



Source: Australian Transport Safety Bureau Website
<https://www.atsb.gov.au/publications/>



3. Taxiway (TWY) Information

Question 3.5 — Guard Lights (Wig Wags)

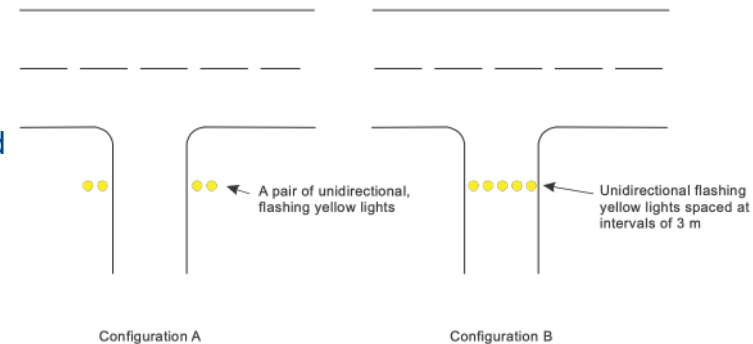
What is required

Indicate whether **runway guard lights (wig wags)** are installed at runway holding positions.

How to answer

Select **Yes** if Runway guard lights are installed at **runway-holding positions**.

Select **No** if Runway guard lights are **not installed**.



Annex 14-V1: Figure 5-29. Runway guard lights

Definition

ICAO Annex 14V1: Runway guard lights are a light system intended to caution pilots or vehicle drivers that they are about to enter an active runway.

Note

Runway guard lights are typically **flashing yellow lights** located at runway-holding positions and are used as a runway incursion prevention measure.



3. Taxiway (TWY) Information

Question 3.6 — Intersection take-off

What is required

Indicate whether the airport allows **intersection take-offs**, and if so, whether a **TORA sign** is provided.

How to answer

No: Intersection take-offs are **not permitted**.

Yes, but no signage: Intersection take-offs are allowed, but **no TORA sign is provided**.

Yes, and have signage but not lit: A **TORA sign is installed but not illuminated**.

Yes, and have signage and are lit: A **TORA sign is installed and illuminated**.

Definition

ICAO Annex 14V1: Runway guard lights are a light system intended to caution pilots or vehicle drivers that they are about to enter an active runway.

Note

The **TORA sign** provides pilots with the **remaining take-off run available** from that intersection.



Annex 14-V1: Figure 5-31. Intersection take-off sign



4. Apron Information

This section collects detailed information on the characteristics of Aprons at your airport.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls

 4.1

 4.2

 4.3

 4.4

 4.5

 4.6

 4.7



4. Apron Information

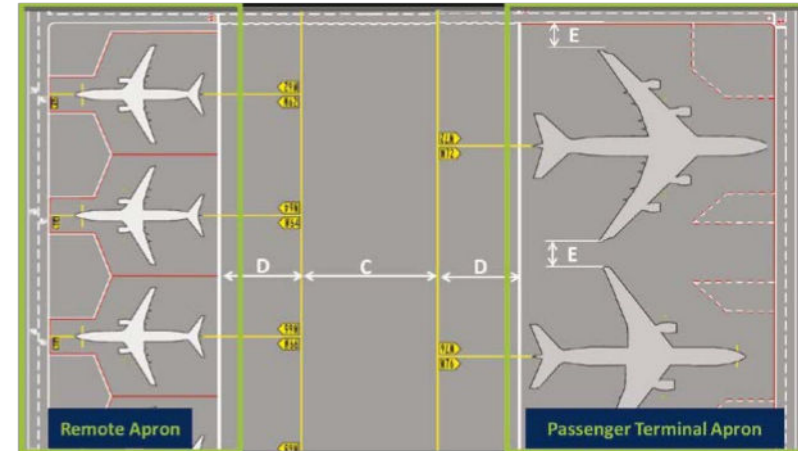
Question 4.1 — Total Number of Aircraft Stands

How to answer

- Enter the **total number of stands** used for aircraft parking and servicing.
- Include **all stands**, regardless of type or location (contact, remote, cargo, etc.).
- Enter a **whole number** (≥ 0).

Note

Ensure the total number of stands is **greater than or equal to the number of remote stands** reported in Question 4.2.



ACI Apron Safety Handbook: Figure 10 Example of apron layout dimensions



4. Apron Information

Question 4.2 — Number of Remote Aircraft Stands

What is required

Provide the **number of remote aircraft stands**, defined as stands **not equipped with Passenger Boarding Bridges (PBBs)**.

How to answer

- Count all stands **without PBBs**
- Include stands where passengers are transported by **bus or walking**
- Enter a **whole number (≥ 0)**

Definition (simplified)

In the context of this form, remote stands are parking positions where aircraft are not directly connected to the terminal via a passenger boarding bridge, and this does not mean these stands are far from the terminal or located in a remote area.

Common issues

- Confusing remote stands with stands that are simply far from the terminal
- Excluding stands that are close to the terminal but not equipped with PBBs
- Including stands equipped with PBBs that are used only occasionally or seasonally



AI-generated illustration for explanatory purposes only.



4. Apron Information

Question 4.3 — Surface Movement Guidance and Control System (SMGCS)

What is required

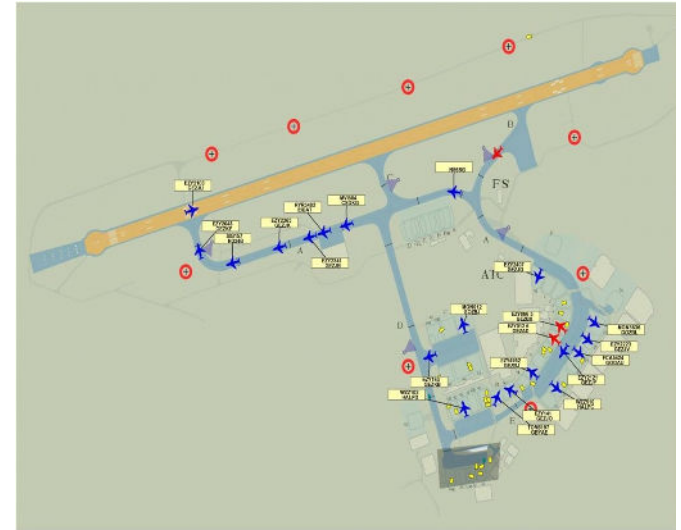
Indicate whether a Surface Movement Guidance and Control System (SMGCS) is provided at your airport, and specify the level.

How to answer

Select the applicable option from the dropdown list: either “Not provided” or, if provided, the appropriate level (Level 1 to Level 4).

Definition

ICAO Doc 9830: A system providing routing, guidance and surveillance for the control of aircraft and vehicles in order to maintain the declared surface movement rate under all weather conditions within the aerodrome visibility operational level (AVOL) while maintaining the required level of safety.



Source: Skybrary. For further information, refer to the Skybrary article: <https://aero/articles/advanced-surface-movementskybrary-guidance-and-control-system-smgcs>



4. Apron Information

Question 4.4 — Number of A-VDGS

What is required

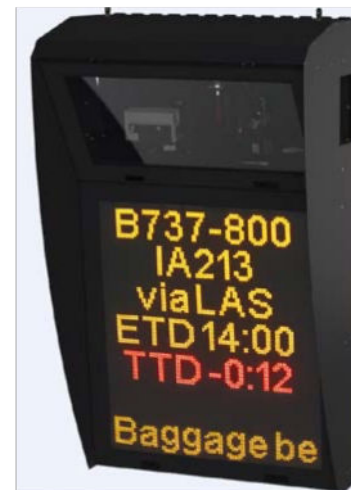
Provide the total number of Advanced Visual Docking Guidance Systems (A-VDGS) installed at the airport.

How to answer

- Enter the total number of operational A-VDGS units installed on aircraft stands.
- Enter a whole number (≥ 0)

Definition

ICAO Doc 9830: A system providing routing, guidance and surveillance for the control of aircraft and vehicles in order to maintain the declared surface movement rate under all weather conditions within the aerodrome visibility operational level (AVOL) while maintaining the required level of safety.



ACI Apron Safety Handbook:
Figure 27 Example of dynamic
sign using VDGS



4. Apron Information

Question 4.5 — Service Roads (Front or Backside of Stands)

What is required

Indicate where vehicle service roads are located in relation to aircraft stands.

How to answer

Select the applicable option from the dropdown list:

Front/head of stand at all locations: Service roads are located in front of the aircraft (terminal side) at all stands.

Back/tail of stand at all locations: Service roads are located behind the aircraft at all stands.

Both front and back of stand at all locations: Service roads are provided on both sides of the aircraft at all stands.

Some locations front of stand / some locations back of stand: Service road location varies depending on the stand.

Definition (simplified)

Service roads are designated routes used by ground vehicles to access aircraft stands for servicing and handling operations.



MXP Airport (Google Earth imagery) illustrating service roads located at the front and back of aircraft stands.



4. Apron Information

Question 4.6 — alternative taxilanes or taxiways

What is required

This question asks whether your airport uses **alternative taxilanes or taxiways with differentiated markings** (e.g., color, line type, or pattern) based on aircraft size or wingspan to improve traffic flow.

How to answer

Yes: Alternative markings are used to guide different aircraft types.

No: No differentiated markings are used; standard markings apply to all aircraft.

Note

Taxilane center lines are normally yellow in color, but where alternative center lines are used, other colors may be used in order to improve the safety of operations by clearly distinguishing the different center lines.



ACI Apron Safety Handbook: Figure 12 Example of alternative aircraft stand taxilanes



4. Apron Information

Question 4.7 — Apron Pavement Type

What is required

This question asks for the **predominant pavement type used at aircraft parking stands** on the apron.

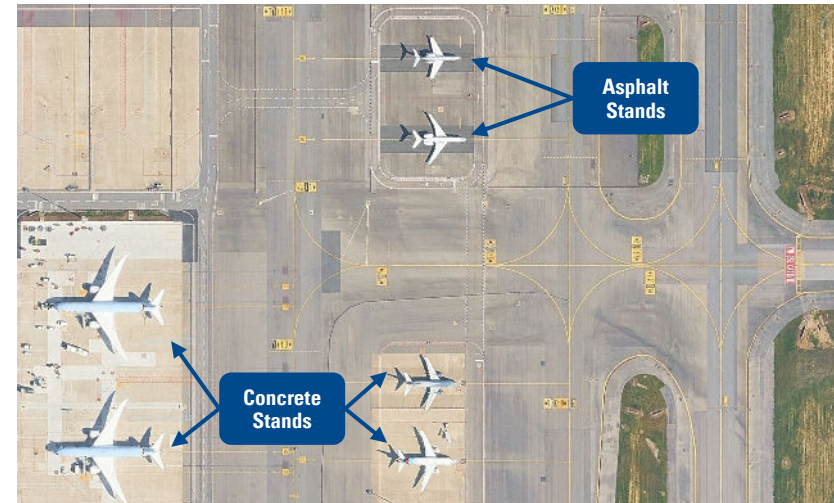
How to answer

All in asphalt: All aircraft stands are surfaced with asphalt.

All in concrete: All aircraft stands are surfaced with concrete.

Combination (some in asphalt and some in concrete): Aircraft stands include both asphalt and concrete surfaces.

Other: Any other surface type not listed above (e.g., composite or special materials).



MXP Airport Apron (Google Earth imagery).

Common mistakes to avoid

- Confusing apron taxiways with parking stand surfaces
- Selecting “Combination” when only minor sections differ
- Selecting based on overall apron instead of **aircraft stand areas specifically**



5. General Information of the Airport

This section collects detailed information on the General Information of the Airport.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls

[5.1](#)[5.2](#)[5.3](#)[5.4](#)[5.5](#)[5.6](#)[5.7](#)[5.8](#)[5.9](#)[5.10](#)[5.11](#)[5.12](#)[5.13](#)[5.14](#)



5.General Information of the Airport

What is an Aerodrome Hot Spot?

What is a Hot Spot?

According to Annex 14, a Hot Spot is a location on an aerodrome movement area with a history or potential risk of collision or runway incursion, and where heightened attention by pilots/drivers is necessary.

Example:

London Heathrow Airport (EGLL) publishes five identified hot spots in its AIP. The figure below illustrates three of these hot spots (HS) and highlights the different types of operational risks that may lead to the designation of a hot spot.

HS1/HS2:

A complex taxiway intersection serving multiple stands and taxi routes where aircraft movements converge. Pilots are required to maintain heightened situational awareness and ensure adequate wingtip clearance when maneuvering through the area.



HS4:

Located at the Taxiway Y access point to Runway 09R/27L. Pilots must ensure they have received and correctly understood ATC clearance before crossing the runway holding position. The hotspot highlights the elevated risk of runway incursions in a complex and high-traffic runway entry environment.



See the next slide for more guidance.



5. General Information of the Airport

Question 5.1 – Are there any identified Hot Spots?

What is required?

Indicate whether any hot spots have been identified at your airport. Hot spots may be identified through safety assessments, operational experience, runway safety team activities, occurrence investigations, or other safety management processes.

How to answer

Yes: Select “Yes” if one or more hot spots have been identified at the airport.

No: Select “No” if no hot spots have been identified at the airport.

Common issues

- Assuming that a location must be published in the AIP to be considered a hot spot.
- Selecting “No” for Question 5.1 while reporting one or more hot spots in Question 5.3.
- Confusing hot spots with general airport hazards or safety concerns.

Example:

As shown on the previous slide, London Heathrow Airport (EGLL) has identified hot spots; therefore, the answer to Question 5.1 would be “**Yes**”.



5. General Information of the Airport

Question 5.2 – If yes, are they published in the AIP?

What is required?

Indicate whether the identified hot spots are published in the Aeronautical Information Publication (AIP) or on the aerodrome chart section of the AIP.

Where to find it:

Review the aerodrome charts published in the AIP, particularly the **Aerodrome Chart** and **Aircraft Ground Movement Chart**, where identified hot spots are commonly depicted and labelled

How to answer

Yes: Select “Yes” if all identified hot spots are published in the AIP.

No: Select “No” if one or more identified hot spots are not published in the AIP.

Common issues

- Assuming that a hot spot is published in the AIP without verifying the current aerodrome chart.
- Reporting “Yes” when some identified hot spots have not yet been published.

Example

Refer to the previous slide. London Heathrow Airport (EGLL) publishes its identified hot spots on the aerodrome chart contained in the AIP; therefore, the answer to Question 5.2 would be “**Yes**”.



5. General Information of the Airport

Question 5.3 – Please specify how many Hot Spots you have in any of these areas

What is required?

Report the number of identified hot spots by location. If a hot spot affects multiple areas, classify it according to the area where the primary risk exists.

Where to find it

Report the number of identified hot spots by location. If a hot spot affects multiple areas, classify it according to the area where the primary risk exists. For example, a hot spot located at a runway/taxiway intersection should be reported under **Runway**, as the primary risk is associated with runway operations.

How to answer

5.3.1 Runway: Hot spots located on or directly associated with runway operations.

5.3.2 Taxiway: Hot spots located on taxiways or taxiway intersections.

5.3.3 Taxilane: Hot spots located on apron taxilanes.

5.3.4 Apron: Hot spots located on aircraft stands, apron maneuvering areas, or apron vehicle conflict areas.

5.3.5 Other Areas: Hot spots located in any other operational area not covered above.

Common issue:

- Counting the same hot spot in multiple categories.



5. General Information of the Airport

Understanding ICAO RFF Categories and FAA ARFF Indexes

What are ICAO RFF Categories and FAA ARFF Indexes?

Airport Rescue and Firefighting (RFF/ARFF) Categories define the minimum rescue and firefighting capability required to support aircraft operations at an airport. ICAO and FAA use different classification systems based primarily on aircraft size.

- ICAO uses **Categories 1–10**.
- FAA uses **Indexes A–E**.

Both systems influence the minimum number of ARFF vehicles, extinguishing agent quantities, and firefighting capability required at the airport.

Note: ICAO RFFS Categories are based on both **aircraft overall length and maximum fuselage width**. FAA ARFF Indexes are based primarily on **aircraft length** and operational activity. Therefore, this comparison is intended as a general reference and not a direct equivalency.

ICAO RFFS Category	Aircraft Overall Length (ICAO)	FAA ARFF Index	Aircraft Length (FAA)
1	0m < L ≤ 9m, Maximum Fuselage Width < 2m	A	< 90 ft
2	9m < L ≤ 12m, Maximum Fuselage Width < 2m		
3	12m < L ≤ 18m, Maximum Fuselage Width < 3m		
4	18m < L ≤ 24m, Maximum Fuselage Width < 4m		
5	24m < L ≤ 28m, Maximum Fuselage Width < 4m		
6	28m < L ≤ 39m, Maximum Fuselage Width < 5m	B	90 ft – < 126 ft
7	39m < L ≤ 49m, Maximum Fuselage Width < 5m	C	126 ft – < 159 ft
8	49m < L ≤ 61m, Maximum Fuselage Width < 7m	D	159 ft – < 200 ft
9	61m < L ≤ 76m, Maximum Fuselage Width < 7m	E	200' or greater
10	76m < L ≤ 90m, Maximum Fuselage Width < 8m		

See the next slide for more guidance.



5. General Information of the Airport

Question 5.4 – What is your airport's RFF Category (ICAO) or Index (FAA)?

What is required?

This information can typically be found in the airport's Aeronautical Information Publication (AIP), AD 2.6 – Rescue and Fire Fighting Services. If the airport's RFF Category or ARFF Index changed during the reporting year, report the category or index that was in effect for the longest period during that year.

Where to find it

This information can typically be found Aeronautical Information Publication (AIP) – AD 2.6 Rescue and Fire Fighting Services.

How to answer

Select the airport's current ICAO RFF Category or FAA ARFF Index from the dropdown list.

Common issues

- Reporting the RFF category required for a visiting aircraft instead of the airport's officially designated category.
- Reporting a temporary downgrade due to equipment or staffing shortages.
- Confusing ICAO Categories with FAA Indexes.
- Reporting a planned future category instead of the category in effect during the reporting year.

Dropdown List Options

1

2

3

4

5

6

7

8

9

10

A

B

C

D

E



5. General Information of the Airport

Question 5.5 – Number of major RFF vehicles capable of directly discharging foam

What is required?

Report the number of major rescue and firefighting vehicles capable of directly applying firefighting foam to an aircraft fire or fuel fire. Count only operational vehicles that are part of the airport's designated firefighting capability.

Where to find it

- This information can typically be found in:
- Rescue and Firefighting (ARFF/RFF) operational records
- Airport Emergency Plan (AEP)
- Airport certification documentation
- Fire station vehicle inventory records

Common issues

- Counting command, rescue, tankers, or support vehicles
- Including vehicles that are permanently out of service.
- Counting portable foam equipment instead of vehicles.

Example

Airport operates three major foam tenders, two tanker, and one command vehicle.
Reported value = 3



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5. General Information of the Airport

Question 5.6 – Type of Firefighting Foam

What is required?

Report the primary type of firefighting foam currently used by the airport's rescue and firefighting service for aircraft fire suppression.

Where to find it

This information can typically be found in:

- ARFF/RFF operational procedures
- Fire station inventory records
- Foam procurement specifications

How to answer

Select the foam type from the dropdown list that best represents the primary firefighting foam currently used at the airport.

Note

Some airports may have multiple foam types in storage. Report the primary foam currently used for operational aircraft fire response.

Type of Firefighting Foam
Protein foam.
Fluoroprotein foam (conventional).
Aqueous Film Forming Foam (AFFF).
Film Forming Fluoroprotein (FFFP) foams.
Synthetic Foams.
Synthetic Fluorine-free foams (SFFF) or Fluorine-free foams



5. General Information of the Airport

Question 5.7 – Is Sustainable Aviation Fuel (SAF) available at your airport?

What is Sustainable Aviation Fuel (SAF)?

SAF is an alternative aviation fuel produced from sustainable feedstocks such as waste oils, agricultural residues, municipal waste, or other renewable sources. When used over its life cycle, SAF can significantly reduce greenhouse gas emissions compared with conventional jet fuel. SAF is typically blended with conventional Jet A-1 fuel before use.

Further information

- [IATA Sustainable Aviation Fuel \(SAF\) Resource Center](#)
- [ICAO Sustainable Aviation Fuels \(SAF\) Webpage](#)
- [US DOT Sustainable Aviation Fuels \(SAF\) Webpage](#)

What is required?

Indicate whether Sustainable Aviation Fuel (SAF) is currently available for aircraft operations at your airport.

Note

SAF does not need to be produced, owned, purchased, or directly supplied by the airport. Select “Yes” if aircraft operators can obtain SAF at the airport through any approved fuel supplier, fuel farm operator, or fueling arrangement

Common issues

- Confusing SAF availability at the airport with SAF being provided or owned by the airport.
- Assuming SAF is available because airlines operating at the airport use SAF elsewhere.





5. General Information of the Airport

Question 5.8 – If yes, what is the blending ratio?

What is required?

Report the typical Sustainable Aviation Fuel (SAF) blend ratio available at your airport.

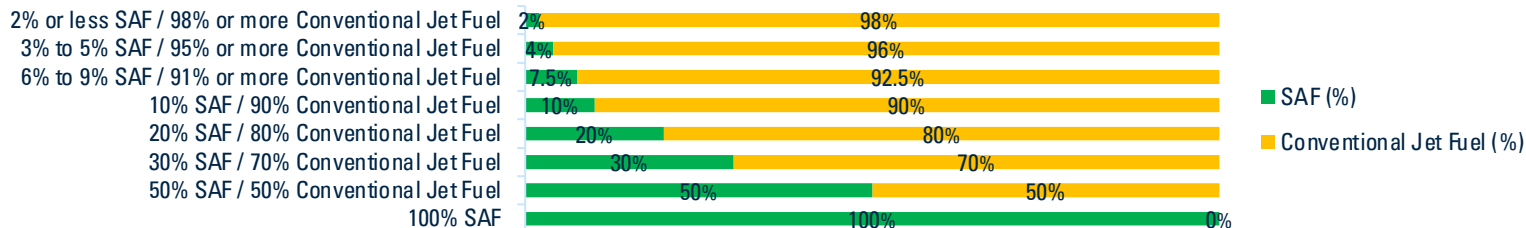
How to answer

Select the SAF blend ratio from the dropdown list

Note

If different blend ratios are available, report the blend ratio most commonly supplied to aircraft operators during the reporting year.

Sustainable Aviation Fuel (SAF) Blend Ratios





5. General Information of the Airport

Question 5.9 – What is the average amount of SAF available at the airport (in tons)?

What is required?

Report the average annual quantity of Sustainable Aviation Fuel (SAF) available at the airport during the reporting year, expressed in metric tons.

Where to find it

This information can typically be obtained from:

- Fuel suppliers
- Fuel farm operators
- Airport sustainability or environmental departments
- SAF supply and procurement records

How to answer

Enter the average annual amount of SAF available at the airport in metric tons.





5. General Information of the Airport

Question 5.10 – Do you have noise abatement procedures at your airport?

What is required?

Indicate whether the airport has published or established noise abatement procedures intended to reduce the impact of aircraft noise on surrounding communities.

Further information

- [ICAO Noise Abatement Operational Procedures Webpage](#)
- [Skybrary Noise Abatement Webpage](#)
- [FAA Airport Noise Webpage](#)

Where to find it

This information can typically be found in:

- Aeronautical Information Publication (AIP) – AD 2.21 Noise Abatement Procedures
- Airport operational procedures
- Airport environmental or sustainability programs

Note

Noise abatement procedures may be established by the airport, air navigation service provider, or State authority. Select “Yes” if such procedures are formally implemented and applicable to operations at the airport.



5. General Information of the Airport

Question 5.11 – Do you have a curfew?

What is a Curfew?

A curfew is a mandatory restriction that prohibits or limits certain aircraft operations during specified hours, typically to reduce noise impacts on surrounding communities.

What is required?

Indicate whether the airport has a mandatory restriction that prohibits or significantly limits aircraft operations during specified hours.

Where to find it

This information can typically be found in:

- Aeronautical Information Publication (AIP) – AD 2.20 Local Aerodrome Regulations or AD 2.21 Noise Abatement Procedures
- Airport operating regulations
- National aviation regulations
- Airport environmental or noise management programs



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5. General Information of the Airport

Understanding ICAO SARPS?

What are ICAO SARPs?

Standards and Recommended Practices (SARPS) adopted by the Council under the provisions of the Convention. They are defined as follows:

Standard: Any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38. [e.g, *A runway end safety area (RESA) shall extend from the end of a runway strip to a distance of at least **90 m** under specified conditions. (ICAO Annex 14, Vol I, 3.5.3)*

Recommended Practice: Any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity or efficiency of international air navigation, and to which Contracting States will endeavour to conform in accordance with the Convention. [e.g, *A runway end safety area (RESA) should, as far as practicable, extend to a distance of at least **240 m** for Code 3 and 4 runways. (ICAO Annex 14, Vol I, 3.5.4)*

ICAO Standard	ICAO Recommended Practice
Compliance expected by States	 Compliance encouraged
Differences must be notified to ICAO	 No formal notification required
Usually reflected in national regulations	 May or may not be adopted nationally

Source:

ICAO Annex 14, V1, Foreword

See the next slide for more guidance.



5. General Information of the Airport

Question 5.12 – Has your CAA transposed any ICAO Recommended Practices into national standards?

As discussed in the previous slide, ICAO Standards are expected to be implemented by States, while Recommended Practices may or may not be adopted nationally. This question seeks to determine whether any ICAO Recommended Practices have been incorporated into national requirement

What is required?

Indicate whether your State has incorporated one or more ICAO Recommended Practices into national regulations, standards, certification requirements, or other legally binding instruments.

Where to find it

This information can typically be obtained from Civil Aviation Authority publications

Note

The question refers to actions taken by the **State or Civil Aviation Authority**, not by the airport itself. Airports should answer based on the national regulatory framework applicable during the reporting year.

Example of Transposition



ICAO Recommended Practice
(ICAO Annex 14)

“RESA should be 240 m”



*Adopted by the
Civil Aviation Authority*



National Regulation
(Adopted into national requirements)

“RESA shall be 240 m”



Airport Compliance
Airport must comply with the
national requirement.



Example: Some States have adopted the ICAO Recommended Practice for a 240 m RESA as a mandatory national requirement.



5. General Information of the Airport

Question 5.13 – Did the CAA consult with aerodrome operators before adopting the Recommended Practice?

What is required?

Indicate whether aerodrome operators were consulted by the Civil Aviation Authority (CAA) before ICAO Recommended Practices were incorporated into national requirements.

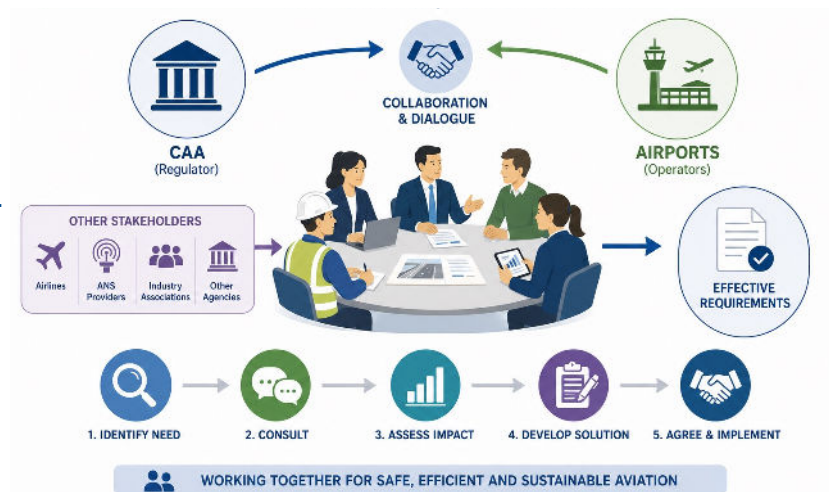
Why is consultation important?

Consultation helps the CAA:

- Understand operational impacts on airports.
- Assess implementation challenges and costs.
- Develop practical and achievable regulatory requirements.
- Improve stakeholder acceptance of new requirements.

Note

Consultation may occur directly with individual airports or indirectly through airport associations, industry working groups, or public consultation processes.





5. General Information of the Airport

Question 5.14 – Can you list some of them?

What is required?

If you answered “**Yes**” to Question 5.12, provide up to five examples of ICAO Recommended Practices that have been adopted as national requirements in your State.

How to answer

Enter the title, brief description, or reference number of the national requirement that originated from an ICAO Recommended Practice.

Note

If you answered “**No**” to Question 5.12, leave Questions 5.13 and 5.14 blank.

Common issues

- Listing ICAO **Standards** instead of **Recommended Practices**.
- Listing airport procedures rather than national requirements.

Example	
National Regulation Reference	Adopted ICAO Recommended Practice
CAR Part 139 §4.2.1	240 m RESA requirement
Aerodrome Regulation ADR.OPS.210	Runway shoulder requirements
Civil Aviation Circular AC-XXX	Runway safety recommendation adopted nationally

Tab 2. Pavement Maintenance

This section collects information on your airport's runway pavement management practices, including rehabilitation history, pavement condition, maintenance strategy, and pavement management activities.

Report the requested information using official engineering, maintenance, and pavement management records for each runway.

Ensure that all responses accurately reflect the status of each runway during the reporting year.



Need help with a specific section? Click the corresponding button below to access the associated section.



7. Pavement Maintenance Information





7. Pavement Maintenance Information

This section collects key on Pavement Maintenance Information.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls

 7.1

 7.2

 7.3

 7.4

 7.5

 7.6

 7.7

 7.8

 7.9

 7.10

 7.11

 7.12



7. Pavement Maintenance Information

Question 7.1 – When did the runway undergo its last major reconstruction or rehabilitation works?

What is required?

Report the date of the most recent major runway reconstruction or rehabilitation project for each runway.

How to answer

Enter the date in the format:

YYYY-MM-DD

Examples:

2024-01-29

2018-06-15

2021-11-03

Note

Each runway has its own column. The runway identifiers are automatically populated from the runway information entered in sheet 1. Report the applicable date separately for each runway.



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7. Pavement Maintenance Information

Question 7.2 – Was the reconstruction full length or partial length?

What is required?

Indicate whether the most recent reconstruction or rehabilitation project covered:

- **Full length** – the entire runway length.
- **Partial length** – only a portion of the runway length.

Where to find it

This information can typically be found in:

- Pavement project reports.
- Airport engineering records.
- Construction project documentation.
- Pavement management system records.

Note

This question refers to the reconstruction or rehabilitation project reported in **Question 7.1**.

Example	
Project Description	Answer
Overlay applied to the entire 3,000 m runway	Full length
Rehabilitation of the first 800 m of RWY 09/27	Partial length
Full-depth replacement of the entire runway pavement	Full length
Reconstruction of a damaged runway section only	Partial length



7. Pavement Maintenance Information

Question 7.3 – Was this reconstruction undertaken before the pavement reached its planned design life?

What is required?

Indicate whether the reconstruction or rehabilitation reported in **Question 7.1** was carried out before the pavement reached its planned design life.

What is design life?

Design life is the period for which the pavement was originally designed to provide acceptable performance under expected traffic and environmental conditions.

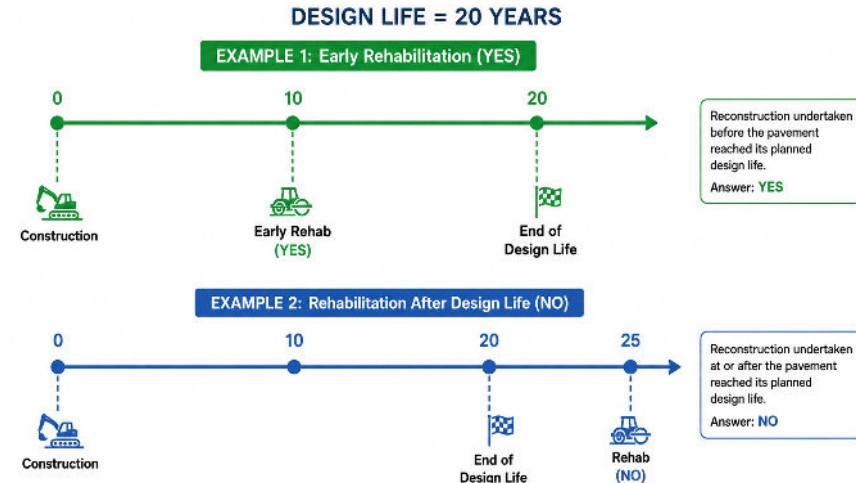
Examples:

- Flexible runway pavement: often 15–25 years
 - Rigid runway pavement: often 20–40 years
- (Actual values depend on the airport's pavement design.)

Where to find it

This information can typically be found in:

- Airport engineering records
- Pavement design reports
- Pavement Management System (PMS)





Understanding Runway Pavement Distress

Pavement distress refers to visible signs of deterioration or failure that may affect pavement performance, service life, or operational safety.

Cracking: Longitudinal, transverse, block, or alligator cracks

Raveling: Loss of aggregate particles from the surface

Rutting: Longitudinal depressions in wheel paths

Blowups: Sudden upward movement of concrete slabs

Spalling: Breaking or chipping of pavement edges or joints

Settlement: Localized sinking of pavement surface

- [FAA AC 150/5380-6C - Guidelines and Procedures for Maintenance of Airport Pavements](#)
- [ICAO AERODROME PAVEMENT WORKSHOP - Pavement Management Concepts](#)
- [ASTM D5340 – Pavement Condition Index \(PCI\) Surveys](#)
- [ICAO Airport Services Manual \(Doc 9137\), Part 2 – Pavement Surface Conditions](#)

FAA Pavement Help	
» Contents	
■ About ■ User Interface ■ Working with Databases ■ Reporting ■ Inventory ■ View ■ PCI ■ Prediction Modeling ■ Condition Analysis ■ Patch Management and Rehabilitation Plans ■ Reports ■ Mapping ■ Tools ■ Database Admin ■ Appendix ■ Database Cards ■ Archived Databases (AC) ■ All Assets (C) and/or (I) ■ Data Entry ■ Severity Module ■ How to Measure ■ Mapping (2) ■ Block Cracking (2) ■ Compaction (4) ■ Depressions (2) ■ Disturbed (2) ■ Joint Delamination Cracking (2) ■ Longitudinal Transverse Cracking (2) ■ Oil Spillage (2) ■ Patching (2) ■ Polished Aggregate (15) ■ Raveling (12) ■ Rutting (1) ■ Shoving (14)	Databases Guide / Article Database (AC) / Alligator Cracking (2) Severity Levels L - Fine, longitudinal hairline cracks running parallel to one another with none or only a few interconnecting cracks. The cracks are not spalled. M - Further development of light alligator cracking into a pattern or network of cracks that may be lightly spalled. Medium-severity alligator cracking is defined by a well defined pattern of interconnecting cracks, where all pieces are securely held in place (good aggregate interlock between pieces). H - Network or pattern cracking has progressed so that the pieces are well defined and spalled at the edges; some of the pieces rock under traffic, and may cause ROP damage.

See the next slide for more guidance.



7. Pavement Maintenance Information

Question 7.4 – If yes, what was the reason for the early reconstruction?

What is required?

Provide a brief description of the primary reason why the runway was reconstructed or rehabilitated before reaching its planned design life.

Where to find it

This information can typically be found in:

- Engineering assessment reports
- Pavement Management System (PMS)
- Rehabilitation project justifications
- Airport engineering and maintenance records

Note

Report the **main factor** that led to the reconstruction. If multiple factors contributed, provide the most significant reason.

Examples
Unexpected pavement deterioration
Excessive cracking
Rutting caused by increased traffic loads
Construction quality deficiencies
Pavement structural failure
Aircraft traffic growth beyond design assumptions
Drainage-related pavement damage
Settlement or subgrade instability
FOD concerns associated with pavement condition



7. Pavement Maintenance Information

Question 7.5 – Is the runway currently exhibiting any unexpected signs of pavement distress?

What is required?

Indicate whether the runway is currently exhibiting any unexpected signs of pavement distress.

Question 7.6 – If so, please provide a brief description of the distress.

What is required?

Provide a brief description of the observed pavement distress.

Where to find it

This information can typically be obtained from:

- pavement inspections Records
- Pavement Management System (PMS)
- Engineering and maintenance records

Note

Further information on pavement distress types, severity levels, and examples can be found in [Slide 70 – Understanding Runway Pavement Distress.](#)



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7. Pavement Maintenance Information

Question 7.7 – Have you conducted a Pavement Condition Index (PCI) evaluation of the runway?

What is PCI?

The Pavement Condition Index (PCI) is a standardized method used to evaluate pavement condition based on the type, severity, and extent of observed pavement distress. PCI values typically range from 0 (failed pavement) to 100 (excellent pavement condition).

What is required?

Indicate whether a Pavement Condition Index (PCI) evaluation has been conducted for the runway.



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7. Pavement Maintenance Information

Question 7.8 – If so, how frequently do you conduct PCI evaluations?

What is required?

Report how often the airport conducts formal **Pavement Condition Index (PCI)** evaluations for its runway.

Where to find it

This information can typically be obtained from:

- Pavement Management System (PMS)
- Airport engineering or maintenance department

Note

Report the airport's **planned or routine PCI evaluation frequency**, not the date of the most recent survey. If PCI evaluations are conducted on an irregular basis, select the option that best represents the normal practice.

Available options

Once a year

Every two years

Every three years

Every four years or more



7. Pavement Maintenance Information

Question 7.9 – When was the last time a Non-Destructive Test (NDT) was conducted on the runway pavement?

What is NDT?

Non-Destructive Testing (NDT) refers to techniques used to evaluate the structural condition of pavement **without** damaging it. NDT helps assess pavement strength, layer condition, and remaining structural capacity.

What is required?

Report the date of the **most recent Non-Destructive Test (NDT)** conducted on the runway pavement.

Note

Only report **formal NDT investigations** conducted to evaluate pavement structural condition. Routine visual inspections, PCI surveys, friction measurements, and PCN evaluations **are not considered NDT**.



Source: FAA NDT Technology Introduction Webpage:
<https://www.airporttech.tc.faa.gov/Airport-Pavement/Evaluation-Management/Nondestructive-Testing-Technology/NDT-Technology>



7. Pavement Maintenance Information

Question 7.10 – Do you have a formal Pavement Management System (PMS) in place at your airport?

What is a Pavement Management System (PMS)?

A **Pavement Management System (PMS)** is a structured process used to monitor pavement condition, prioritize maintenance and rehabilitation, and support long-term investment decisions using engineering data and condition assessments.

What is required?

Indicate whether your airport has a **formal Pavement Management System (PMS)** in place.

Question 7.11 – If so, how long has this system been in place?

What is required?

If your airport has a formal Pavement Management System (PMS), indicate approximately how long it has been in operation.

Note

Only complete this question if “**Yes**” was selected for **Question 7.10**.

Available options

Less than 1 year

Between 1 and 5 years

Between 5 and 10 years

More than 10 years



7. Pavement Maintenance Information

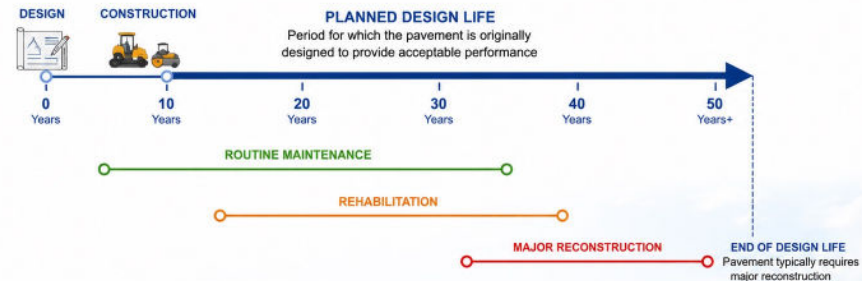
Question 7.12 – What design life do you use for your runway pavements (in years)? If it varies, please provide details explaining the reasons for the variation.

What is design life?

Design life is the period for which the pavement was originally designed to provide acceptable performance under expected traffic and environmental conditions.

What is required?

Provide the **design life (in years)** used for the runway pavement. If different runways have different design lives, report the value for each runway and briefly explain the reason for any variation.



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Tab 3. Lagging Indicators

This section collects information on **safety occurrences and events** that took place during the reporting year.

Report the total number of occurrences for each indicator using your airport's official safety reporting system, occurrence database, or other verified records.

Need help with a specific section? Click the corresponding button below to access the associated section.



SPA-1 Runway Safety



SPA 2- FOD



SPA-3 Disabled Aircraft



SPA-4 Taxiway Safety



SPA-5 Apron Safety



SPA-6 Wildlife Management





SPA-1 Runway Safety

This section collects key information of Runway Safety Occurrences.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



SPI-01-A



SPI-01-B



SPI-01-C



SPI-02-A



SPI-02-B



SPI-03-C



SPA-1 Runway Safety

What is a Runway Incursion?

A runway incursion is any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

[Source: ICAO Annex 14, Volume I / ICAO Doc 4444 (PANS-ATM)]

Common Types

- **Aircraft** (e.g. Aircraft enters an active runway without clearance.)
- **Vehicle** (e.g. Maintenance vehicle crosses a runway without authorization.)
- **Person** (e.g. Pedestrian or wildlife control personnel inadvertently enter the protected runway area.)

Further Information

[ICAO Runway Safety Toolkit](#)

[ACI Runway Safety Team \(RST\) Handbook](#)

[FAA Runway Safety Program Website](#)

[GAPPRI](#)



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See the next slide for more guidance.



SPA-1 Runway Safety

Questions SPI-01-A to SPI-01-C – Runway Incursions by Type

What is required?

Report the number of **runway incursions** that occurred during the reporting year, categorized by the type of object involved:

- **SPI-01-A – Aircraft:** Incursions involving an aircraft.
- **SPI-01-B – Vehicle:** Incursions involving any vehicle.
- **SPI-01-C – Person:** Incursions involving a person

Note: The runway columns are automatically populated from the runway information entered in **Sheet 1 – General Information**. Enter each runway incursion under the runway where the event occurred.

		Runway 1	Runway 2	Runway 3
		27L-09R	11-29	N/A
SPI-01-A	Aircraft (choose the runway that best suit each case/scenario)			
SPI-01-B	Vehicle (choose the runway that best suit each case/scenario)			
SPI-01-C	Person (choose the runway that best suit each case/scenario)			



SPA-1 Runway Safety

What is a Runway Excursion?

Any occurrence at any aerodrome involving the departure, wholly or partly, of an aircraft from the runway in use during take-off, a landing run, taxiing or maneuvering. (**Source:** ICAO RST Handbook 2nd Edition 2015)

Types of Runway Excursions

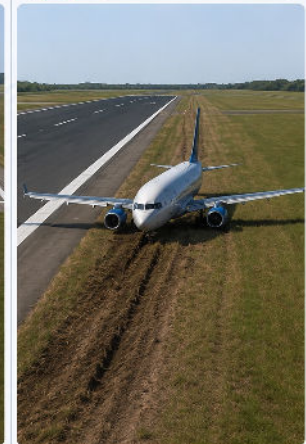
- **Overrun:** The aircraft travels beyond the end of the runway. *Example:* The aircraft cannot stop before the runway end and continues into the runway end safety area (RESA).
- **Undershoot:** The aircraft touches down before the runway threshold. *Example:* An aircraft lands short of the runway because of an unstable approach.
- **Veer-off:** The aircraft departs the side of the runway during take-off or landing. *Example:* An aircraft exits the runway laterally following a loss of directional control.



OVERRUN



UNDERSHOOT



VEER-OFF

Further Information

[ICAO Runway Safety Toolkit](#)

[ACI Runway Safety Team \(RST\) Handbook](#)

[FAA Runway Safety Program Website](#)

[GAPPRE](#)

AI-generated illustration for explanatory purposes only.

See the next slide for more guidance.



SPA-1 Runway Safety

Questions SPI-02-A to SPI-02-C – Runway Excursions by Type

What is required?

Report the number of runway excursions during the reporting year by type:

SPI-02-A – Overrun

SPI-02-B – Undershoot

SPI-02-C – Veer-off

Note: The runway columns are automatically populated from the runway information entered in **Sheet 1 – General Information**. Enter each runway incursion under the runway where the event occurred.

		Runway 1	Runway 2	Runway 3
		27L-09R	11-29	N/A
SPI-02-A	Overrun (choose the runway that best suit each case/scenario)			
SPI-02-B	Undershoot (choose the runway that best suit each case/scenario)			
SPI-02-C	Veer-off (choose the runway that best suit each case/scenario)			



SPA 2- FOD

This section collects key information of FOD related occurrences.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



SPI-03-A



SPI-03-B



SPI-03-C



SPI-03-D



SPI-02-E



SPI-03-F



SPA 2- FOD

Questions SPI-03-A to SPI-03-F

What is FOD ?

Foreign Object Debris (FOD) at airports includes any object found in an inappropriate location that, as a result of being in that location, can damage equipment or injure personnel.

Further Information

- ICAO Doc 9981-PANS Aerodromes
- ACI Apron Safety Handbook
- [FAA Foreign Object Debris Program](#)
- [Skybrary Foreign Object Debris \(FOD\) webpage](#)

How to complete

Record the **number of occurrences** during the reporting year.

Note

- Count **occurrences**, not the number of individual objects collected.
- If FOD caused aircraft damage, report the damage under **SPI-03-A, C or E**, depending on location.
- If FOD was discovered without causing damage, report it under **SPI-03-B, D or F**.

SPI-03-A	Damage to aircraft due to Foreign Object Debris (FOD) on runway
SPI-03-B	FOD found on the runway
SPI-03-C	Damage to aircraft due to FOD on taxiway
SPI-03-D	FOD found on the taxiway
SPI-03-E	Damage to aircraft due to FOD on apron
SPI-03-F	FOD found on the apron



SPA 3 - Disabled Aircraft

This section collects key information of Disabled Aircraft Occurrences.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



SPI-04-A



SPI-04-B



SPI-04-C



SPI-04-D



SPI-04-E



SPI-04-F



SPI-04-G



SPI-04-H



SPA-3 – Disabled Aircraft

What is a disabled aircraft?

A **disabled aircraft** is an aircraft that cannot move under its own power or cannot be safely moved without external assistance, resulting in the partial or complete obstruction of a runway, taxiway, or apron.

What does this section assess?

This section evaluates your airport's **preparedness to recover disabled aircraft** and the **operational impact** of disabled aircraft events.

Specifically, it examines:

- Whether the **aerodrome operator** has a disabled aircraft removal plan or access to suitable recovery equipment.
- Whether **air operators (airlines)** operating at the airport have their own disabled aircraft recovery plans or contractual recovery arrangements.
- Whether these recovery arrangements are **coordinated between the airport operator and air operators**.
- The number of disabled aircraft occurrences and their impact on airport operations during the reporting year.

Further Information

- ICAO Doc 9137, Part 5 – Removal of Disabled Aircraft
- ACI Disabled Aircraft Removal/Recovery Handbook



See the next slide for more guidance.



SPA-3 – Disabled Aircraft

Questions SPI-04-A to SPI-04-C

What is required?

Indicate whether appropriate disabled aircraft removal arrangements exist.

Question	Purpose
SPI-04-A	Does the airport have its own removal plan or access to recovery equipment?
SPI-04-B	Do airlines have disabled aircraft recovery plans or contracted recovery services?
SPI-04-C	Do airlines coordinate or share those plans with the airport operator?

Where to find it

- Airport documentation (Aerodrome Emergency Plan, Aerodrome Manual, etc)
- Airlines agreements and

Note

Answer based on the arrangements that were **in place during the reporting year**, not on planned future capabilities.



SPA-3 – Disabled Aircraft

Questions SPI-04-D to SPI-04-H

What is required?

Report the number of disabled aircraft events during the reporting year.

Questions	Description
SPI-04-D	Number of disabled aircraft on runway
SPI-04-E	Number of disabled aircraft on taxiway
SPI-04-F	Number of disabled aircraft on apron
SPI-04-G	Runway closure time (hours) for each aircraft submitted in SPI-04-H (runway section)
SPI-04-H	Aircraft type(s) involved (up to five)

Note

- Count **each disabled aircraft occurrence once** according to its location.
- For **SPI-04-G**, report the **total runway closure time**, rounded to the nearest hour.
- For **SPI-04-H**, enter the aircraft model (e.g., A320, B737-800, ATR72) for up to five aircraft involved during the reporting year. Next slide provides a completed example of the disabled aircraft table.

See the next slide for more guidance.



SPA-3 – Disabled Aircraft

Example of a Completed Disabled Aircraft Table

SPA-3 Disabled Aircraft							
SPI-04	Disabled Aircraft	2025	SPI-04-H				
SPI-04-A	Airport recovery capability	Equipment and plan	What was the type of aircraft involved?(Up to 5 aircrafts)				
SPI-04-B	Airline recovery arrangements	Most operators					
SPI-04-C	Recovery arrangments sahring	All operators					
SPI-04-D	Runway disabled aircraft	7	1 st	2 nd	3 rd	4 th	5 th
SPI-04-D	Runway disabled aircraft	7	Airbus A320	ATR 42/72	Boeing 737	Embraer 170/175	Other Narrow-Body Aircraft
SPI-04-E	Taxiway disabled aircraft	2	Boeing 777	Other Rotary-Wing Aircraft			
SPI-04-F	Apron disabled aircraft	1	Fokker 50				
SPI-04-G	Runway closure duration	→	3	7	4	72	12

Type of Runway Disabled Aircrafts

Closure Time of Runway Disabled Aircrafts

Provide additional details for up to five runway disabled aircraft. Record the aircraft type (SPI-04-H) and the corresponding runway closure time (SPI-04-G) for each occurrence.



SPA- 4 Taxiway Safety

This section collects key information of Taxiway Safety Occurrences.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



SPI-05-A



SPI-05-B



SPI-05-C



SPI-06



SPI-07-B



SPI-07-B



SPI-07-C



SPI-07-D



SPA- 4 Taxiway Safety

Questions SPI-05 Taxiway Incursion

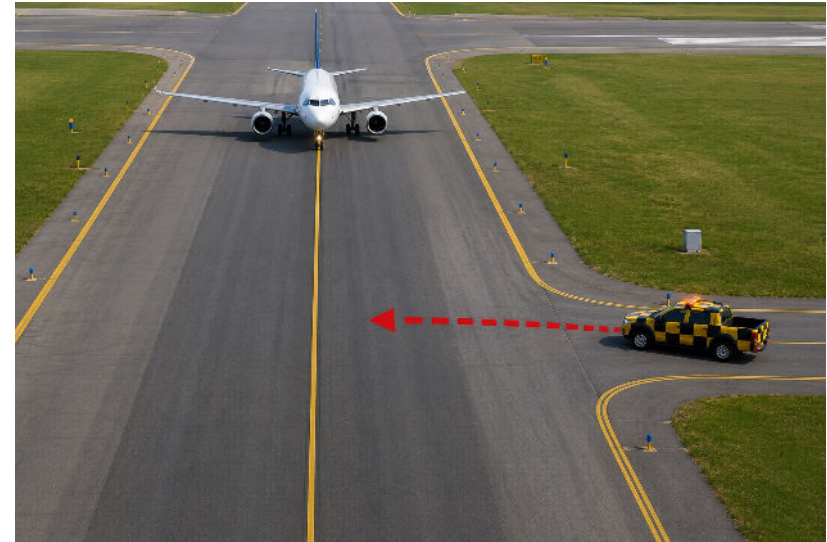
What is a Taxiway Incursion?

A Taxiway Incursion (TI) is the incorrect presence of an aircraft, vehicle, or person on the designated taxiway surface.

What is required?

Report the number of **Taxiway Incursion** occurrences during the reporting year by category:

Question	Report
SPI-05-A	Aircraft
SPI-05-B	Vehicle
SPI-05-C	Person



AI-generated illustration for explanatory purposes only.

Each occurrence should be reported **once** according to the primary object involved.



SPA-4 Taxiway Safety

Questions SPI-06 Taxiway Excursion

What is a Taxiway Excursion?

A Taxiway Excursion (TE) is an aircraft departing the side or end of the paved taxiway surface.

What is required?

Report the **total number of Taxiway Excursion occurrences** during the reporting year.



AI-generated illustration for explanatory purposes only.



SPA-4 Taxiway Safety

Questions SPI-07 Taxiway Collision

What is a Taxiway Collision?

A Taxiway Collision is any collision between two aircraft, an aircraft and a vehicle, an aircraft and a facility, or an aircraft and a person on the taxiway.

What is required?

Classify each taxiway collision according to the collision type:

Question	Collision Type
SPI-07-A	Aircraft – Aircraft
SPI-07-B	Aircraft – Vehicle
SPI-07-C	Aircraft – Facility



AI-generated illustration for explanatory purposes only.

Each collision should be reported only once according to the most appropriate collision category.



SPA-5 Apron Safety

This section collects key information of Apron Safety Occurrences.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



SPI-08-A



SPI-08-B



SPI-08-C



SPI-08-D



SPI-08-E



SPI-08-F



SPI-08-G



SPI-09



SPI-10-A



SPI-10-B



SPA-5 – Apron Safety

Questions SPI-08 Apron Collision

What is an Apron Collision?

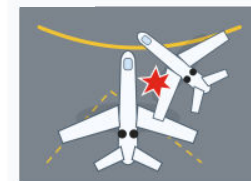
An **apron collision** is any occurrence on the apron involving contact between an aircraft, vehicle, person, or fixed object that results in damage or injury, or has the potential to do so.

What is required?

Report the **number of apron collision occurrences** during the reporting year:

SPI-08	Collision on Apron
SPI-08-A	Aircraft - Aircraft (one is parked)
SPI-08-B	Aircraft - Aircraft (both moving)
SPI-08-C	Aircraft - Vehicle
SPI-08-D	Aircraft - Fixed Object
SPI-08-E	Vehicle - Vehicle
SPI-08-F	Vehicle - Fixed Object
SPI-08-G	Vehicle - Person

Aircraft - Aircraft One Parked



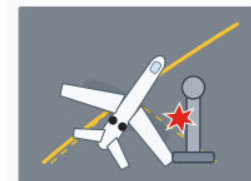
Aircraft - Aircraft Both Moving



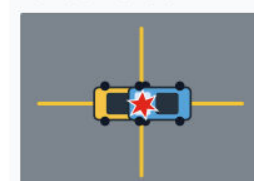
Aircraft - Vehicle



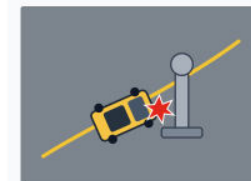
Aircraft - Fixed Object



Vehicle - Vehicle



Vehicle - Fixed Object



Vehicle - Person



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SPA-5 – Apron Safety

Questions SPI-09 Number of Major Fuel Spillages ($>1 \text{ m}^2$)

What is a Major Fuel Spillage?

For the purpose of this survey, A **major fuel spillage** is an unintended release of aviation fuel on the apron surface covering an area **greater than 1 square meter ($>1 \text{ m}^2$)**.

What is required?

Record the **total number** of fuel spillages where the contaminated area exceeded **1 m^2**

Note: 1 m^2 is roughly the size of a 3.3 ft $\times$ 3.3 ft square (approximately 10.8 ft^2).



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SPA-5 – Apron Safety

Questions SPI-10 Jet Blast / Propeller Blast / Engine Ingestion

What is Jet Blast / Propeller Blast / Engine Ingestion?

Jet Blast / Propeller Blast

“**Jet blast**” and “**prop wash**” are terms used to describe the air currents that emanate from the operation of jet and propeller engines, respectively. Jet blast velocities above 56 km/h are considered to be undesirable for personal comfort or for the operation of vehicles or other equipment on the movement area.

Source: ICAO Airport Services Manual (Doc 9157), Part 2

Engine / Propeller Ingestion

An occurrence where an aircraft engine or propeller ingests a foreign object, equipment, or other material, potentially resulting in damage or loss of performance.

What is required?

Report the number of occurrences during the reporting year.

SPI-10-A	Number of jet/propeller blast occurrences
SPI-10-B	Number of engine-propeller ingestion occurrences



Jet Blast Occurrence



Engine Ingestion Occurrence

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SPA-6 Wildlife Management

This section collects key information of Wildlife related Occurrences.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



SPI-11-A



SPI-11-B



SPI-11-C



SPI-11-D



SPI-12



SPA-6 Wildlife Management

Bird Strike Reporting Zones

What are the reporting zones?

Bird strikes are classified according to the **location of the strike** relative to the airport. Use the following definitions when reporting SPI-11A to SPI-11D.

Zone A

Inside the airport fence, including:

- Approach below 200 ft AGL
- Departure below 500 ft AGL

Zone B

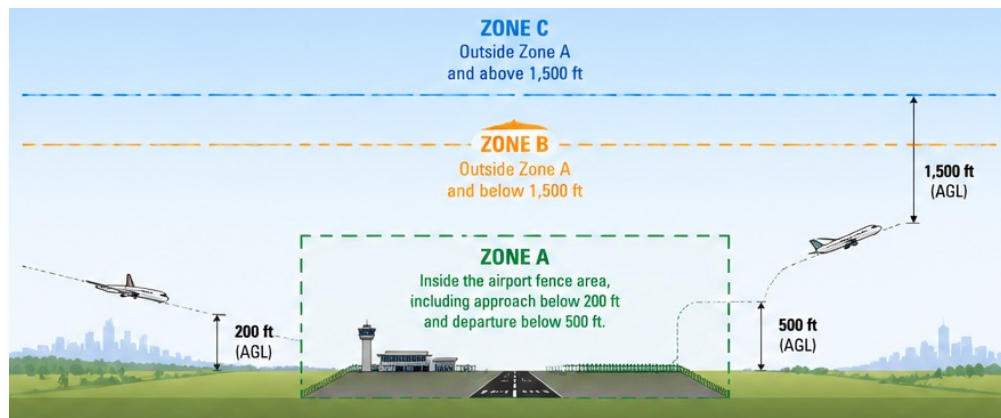
Outside Zone A and **below 1,500 ft AGL**.

Zone C

Outside Zone A and **above 1,500 ft AGL**.

Unknown

Use this category when the strike location cannot be determined with reasonable confidence.





SPA-6 Wildlife Management

Questions SPI-11A, B, C, D, and SPI-12 Wildlife Management

What is required?

Report the number of bird strikes for each reporting zone during the reporting year.

Indicator	Report
SPI-11A	Bird strikes – Zone A
SPI-11B	Bird strikes – Zone B
SPI-11C	Bird strikes – Zone C
SPI-11D	Bird strikes – Unknown location
SPI-12	Terrestrial animal strikes (inside airport fence only)

Note

- **SPI-12** includes terrestrial animals (e.g., mammals, reptiles, amphibians) and **does not include birds**.
- If your airport uses a different wildlife zoning system, classify each strike using the zone definitions provided in this guide to ensure consistent reporting across all airports.





SPA-7 Other Occurrences

This section collects key information on other safety occurrences.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls



SPI-13



SPI-14-A



SPI-14-B



SPI-15-A



SPI-15-B



SPI-16



SPA-7 Other Occurrences

Questions SPI-13 The number of airside fires involving an electric GSE/ electric vehicle

What is required?

Report the total number of fire incidents involving an electric Ground Support Equipment (eGSE) or electric vehicle that occurred on the airside during the reporting year.

Include:

- Fires involving **electric GSE** (e.g., baggage tractors, belt loaders, passenger stairs, pushback tractors, GPUs).
- Fires involving **electric airside vehicles** (e.g., airport operations vehicles, maintenance, airline, contractor, etc).



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SPA-7 Other Occurrences

Questions SPI-14-A The number of airport control zone violation by UAV (Unmanned Aerial Vehicles, drones)

What is required?

Report the **number of unauthorized UAV (drone) incursions into the airport control zone** during the reporting year

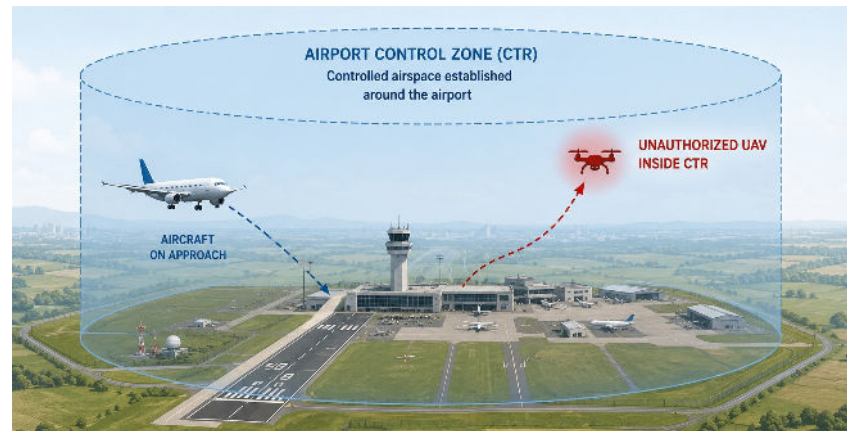
What is an airport control zone?

A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

Source: ICAO Annex 11 - Air Traffic Services

Further information available at:

<https://skybrary.aero/articles/control-zone-ctr>



AI-generated illustration for explanatory purposes only.



SPA-7 Other Occurrences

Questions SPI-14-B The number of airport control zone violation by lasers

What is required?

Report the **number of laser illumination events affecting aircraft operating within the airport control zone (CTR)** during the reporting year.

What is a laser violation?

A laser violation occurs when a laser beam is intentionally or unintentionally directed toward an aircraft, creating a potential hazard by distracting or temporarily impairing the flight crew.

Further information available at:
<https://www.faa.gov/>



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SPA-7 Other Occurrences

Questions SPI-15 – Unauthorized Access to the Airside

What is required?

Report the number of unauthorized access occurrences involving:

- **SPI-15-A:** Unauthorized vehicles on the airside.
- **SPI-15-B:** Unauthorized persons on the airside.

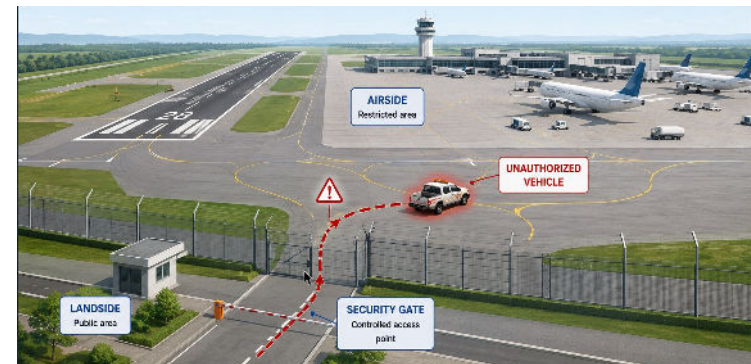
What is an unauthorized Access

An occurrence includes any vehicle or person entering or remaining on the airside without the required authorization, escort, access permission, or ATC clearance, in accordance with the airport's procedures.

Examples

Unauthorized Vehicles	Unauthorized Persons
Vehicle enters the airside without authorization.	Member of the public enters the apron.
Contractor vehicle bypasses a security gate.	Contractor enters without escort.
Vehicle operates outside its authorized work area.	Airport employee enters a restricted area without authorization.

AI-generated illustration for explanatory purposes only.





SPA-7 Other Occurrences

Questions SPI-16 – Number of Airside Fatal Accidents to Personnel

What is required?

Report the total number of **fatal accidents involving personnel** that occurred on the airside during the reporting year.

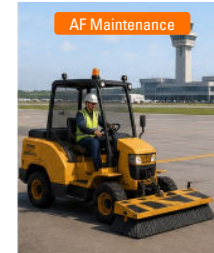
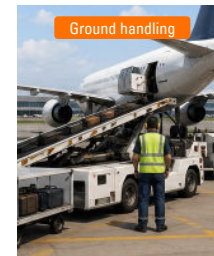
Examples

Include	Do not include
Ground handling operation fatalities	Fatalities occurring outside the airside
Aircraft maintenance activities fatalities	Natural deaths or medical emergencies not resulting from an operational accident
Airfield maintenance or construction works fatalities	Passenger fatalities

Note

Report the number of fatal accidents, not the number of fatalities

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Tab 4. Leading Indicators

Leading indicators measure the activities, systems, and controls that help prevent accidents and incidents before they occur.

The guidance in this section explains each indicator, provides definitions and examples, and highlights common pitfalls to support consistent reporting across airports.

Need help with a specific section? Click the corresponding button below to access the associated section.



SPA-9 Emergency Response Planning



SPA-10 Safety Culture and Training





SPA-9 Emergency Response Planning

This section collects key information on Emergency Response Planning.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls

 **SPI-18-A**

 **SPI-18-B**

 **SPI-18-C**



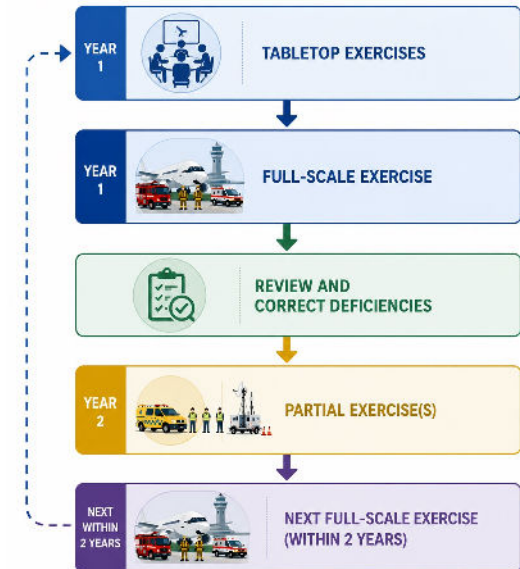
SPA-9 ERP Exercises

Emergency Response Exercise Types

The Airport Emergency Plan shall be tested periodically to verify its adequacy and reviewed after each exercise or actual emergency to correct any deficiencies identified. (summarized-ICAO Annex 14, 9.1.12–9.1.13)

Exercise Type	ICAO Purpose
Tabletop Exercise	Discussion-based exercise used to validate plans, procedures and decision-making.
Partial Exercise	Tests one or more specific emergency response functions without activating the entire Airport Emergency Plan.
Full-scale Exercise	Simulates a realistic emergency involving multiple agencies and activation of the Airport Emergency Plan.

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See the next slide for more guidance.



SPA-9 ERP Exercises

Question SPI-18 – Emergency Response Planning Exercises

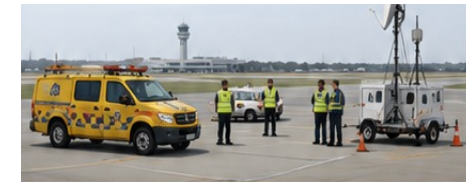
What is required?

Report the total number of emergency response exercises conducted during the reporting year in accordance with ICAO Annex 14.

Report each exercise according to its type:

Indicator	Report
SPI-18A	Number of tabletop exercises
SPI-18B	Number of partial exercises
SPI-18C	Number of full-scale exercises

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SPA-10 Safety Culture and Training

This section collects key information on Safety Culture and Training.



Select the question number below to jump directly to the associated guidance, examples, and common pitfalls

- | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SPI-19-A | SPI-19-B | SPI-19-C | SPI-19-D | SPI-20-A | SPI-20-B |
| SPI-20-C | SPI-20-D | SPI-20-E | SPI-20-F | SPI-20-G | SPI-21-A |
| SPI-21-B | SPI-21-C | SPI-21-D | SPI-21-F | SPI-21-G | SPI-21-H |
| SPI-21-I | SPI-21-J | SPI-21-K | SPI-21-L | | |



SPA-10 Safety Culture and Training

Question SPI-19A & SPI-19B - Voluntary Reporting

What is required?

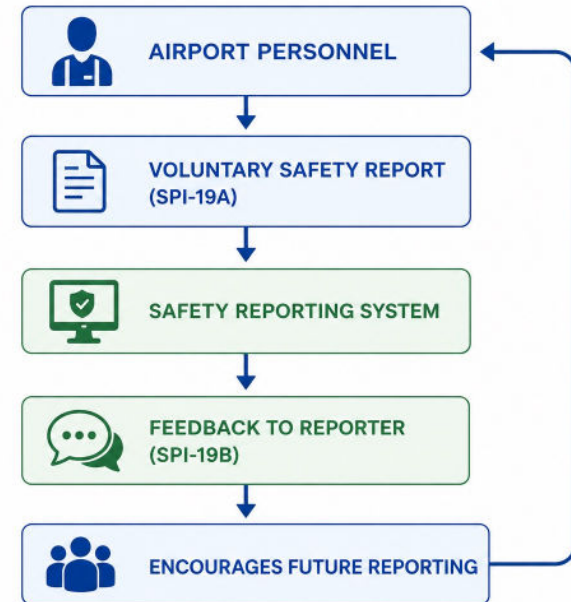
Report the total number of **voluntary safety reports** submitted during the reporting year (**SPI-19A**) and the total number of **feedback responses** provided to the reporters (**SPI-19B**).

Only include reports submitted voluntarily through the airport's safety reporting system.

Indicator	Report
SPI-19A	Number of voluntary safety reports submitted
SPI-19B	Number of feedback responses provided to reporters

Note

Feedback may include acknowledgement of receipt, investigation results, or updates on actions taken. Providing feedback encourages continued participation in voluntary safety reporting.





SPA-10 Safety Culture and Training

Questions SPI-19C & SPI-19D – Hazard Identification and Safety Actions

What is required?

Report the total number of **voluntary safety reports** submitted during the reporting year (**SPI-19A**) and the total number of **feedback responses** provided to the reporters (**SPI-19B**).

Only include reports submitted voluntarily through the airport's safety reporting system.

Indicator	Report
SPI-19C	Number of hazards identified during the reporting year
SPI-19D	Number of safety measures implemented to address identified hazards

Note

A single hazard may result in **one or multiple safety measures**, and some measures may address **more than one hazard**.





SPA-10 Safety Culture and Training

Safety Governance Structure

Different safety groups have different roles within an airport's Safety Management System (SMS).

Group	Purpose
Safety Review Board (SRB)	Provides strategic safety leadership, reviews safety performance, approves safety objectives, and allocates resources.
Safety Action Group (SAG)	Implements the SRB's decisions, monitors safety actions, and coordinates operational safety improvements.
Runway Safety Team (RST)	Focuses on runway safety by identifying hazards and reducing the risk of runway incursions and excursions.
Apron Safety Team (AST)	Focuses on apron/ramp safety by addressing hazards associated with aircraft ground operations and ground handling activities.

Note

Airports may use different names for these groups. Report “Yes” if an equivalent committee or working group performs the same function.

Further guidance available at:

- ACI SMS Handbook and Runway Safety Handbook
- ICAO Annex 19 and Doc 9859



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See the next slide for more guidance.



SPA-10 Safety Culture and Training

Questions SPI-20A to SPI-20D – Safety Committees

What is required?

For each committee, indicate whether it **exists** at your airport. If **Yes**, provide the requested additional information.

Indicator	Question	If “Yes”, also report
SPI-20A	Safety Review Board (SRB)	SPI-20A1: Number of meetings held during the reporting year
SPI-20B	Safety Action Group (SAG)	SPI-20B1: Number of meetings held during the reporting year
SPI-20C	Runway Safety Team (RST)	SPI-20C1: Number of meetings held during the reporting year
		SPI-20C2: Organization leading the RST
SPI-20D	Apron Safety Team (AST)	SPI-20D1: Number of meetings held during the reporting year

How to answer

- Report **Yes** if the airport has an equivalent committee or working group performing the same function, even if it uses a different name.
- Count **formal meetings held during the reporting year** only.
- If the committee does **not exist**, answer **No** and leave the associated meeting fields blank.
- For **SPI-20C2**, report the organization that leads the RST from options available in the dropdown list.



SPA-10 Safety Culture and Training

Questions SPI-20E to SPI-20G – Safety Promotion Activities

What is required?

Report the number of safety promotion activities conducted during the reporting year.

Indicator	Report	Typical examples
SPI-20E	Number of Safety Bulletins or Notices issued	Safety bulletins, safety alerts, safety notices, lessons learned, seasonal safety advisories
SPI-20F	Number of Safety Seminars or Workshops held	Safety seminars, workshops, guest lectures, safety forums
SPI-20G	Number of Safety Promotion Campaigns conducted	FOD Awareness Walks, Safety Week, Runway Safety Campaigns, Wildlife Awareness Campaigns, Winter Operations Campaigns, Human Factors Campaigns

Note

- Count **only activities conducted during the reporting year**.
- Each **bulletin or notice** counts as one item.
- Count **each seminar or workshop** separately.
- Count **each campaign** once, even if it includes multiple events or activities.



SPA-10 Safety Culture and Training

What is a Movement Area?

According to **ICAO Annex 14**, a **Movement Area** is:

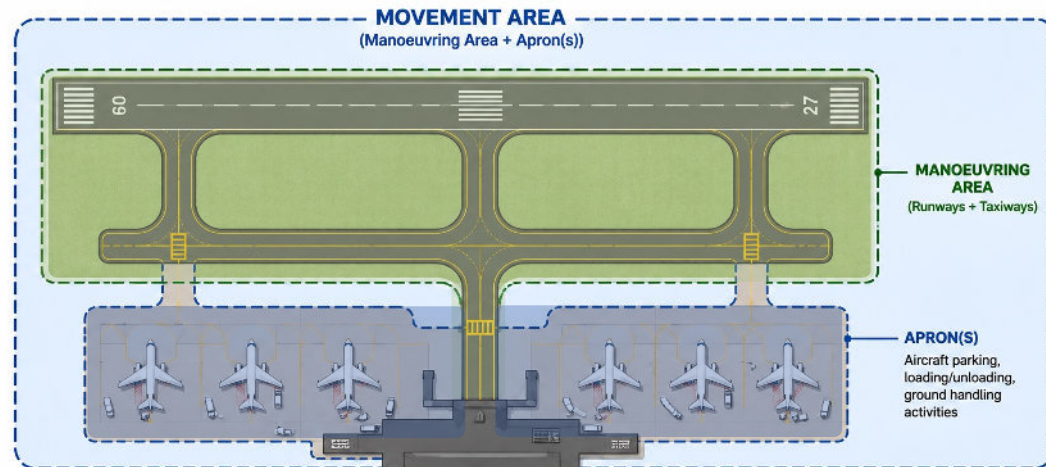
That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

A **Manoeuvring Area** is defined as:

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

Unlike ICAO, the **FAA** defines a **Movement Area** in **14 CFR Part 139** as: *the runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.*

Note: This questionnaire follows the **ICAO Annex 14** definition of *Movement Area* and *Maneuvering area* as illustrated in this figure.



See the next slide for more guidance.



SPA-10 Safety Culture and Training

Questions SPI-21A to SPI-21D – Airside Safety Training

What is required?

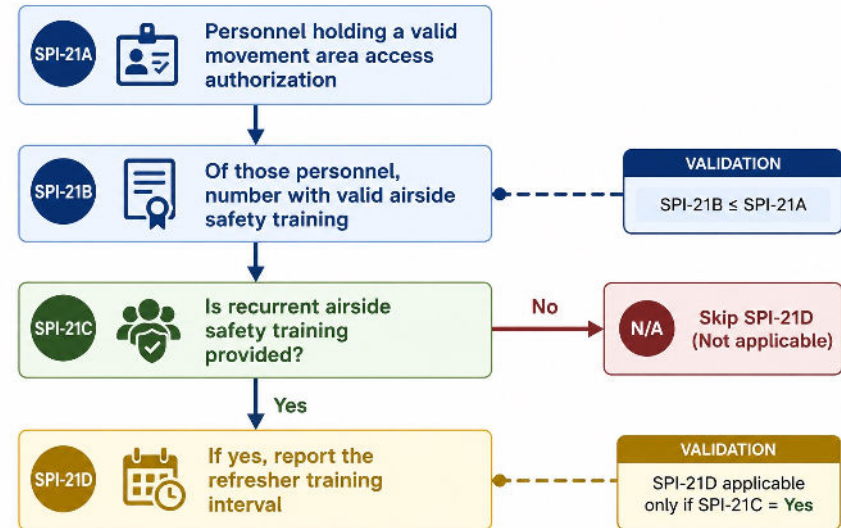
Report the number of personnel who are authorized to access the **ICAO movement area** and indicate the status of their airside safety training.

Airside training intervals

No Records
None
Less than 1 year
Every 1 year
Every 2 years
More than 2 years

Note:

- This questionnaire uses the **ICAO Annex 14** definition of **Movement Area** (runways, taxiways, and aprons). See the previous slide for more guidance.
- Personnel* includes both **airport employees** and **stakeholder personnel** (e.g., airlines, ground handling companies, contractors, maintenance, fuel suppliers, catering, and other organizations) holding a valid movement area access authorization.





SPA-10 Safety Culture and Training

Question SPI-21F to SPI-21I – Airside Driving Training

What is required?

Report the number of personnel holding valid driving permits for following two operational area, and the validity period of each permit.

- Report the number of personnel with **valid permits at the end of the reporting year**.
- Count airport employees and all stakeholder personnel (e.g., airlines, ground handling companies, contractors, maintenance, fuel suppliers, catering, cleaning services, and other organizations).
- Select **training validity** from dropdown list.

Airside training intervals

No Records
None
Less than 1 year
Every 1 year
Every 2 years
More than 2 years



MANOEUVRING AREA Runways + Taxiways

The part of the aerodrome used for the take-off, landing and taxiing of aircraft, excluding aprons.

SPI-21G

Manoeuvring Area Driving Permit (MADP)

Authorizes the holder to drive vehicles on runways and taxiways of the aerodrome.

SPI-21I

Training Validity (Years)

Validity period of manoeuvring area driving training.



APRON / RAMP AREA Aircraft Stands + Ramps

The part of the aerodrome designated for parking, loading or unloading, refuelling, boarding or disembarking of aircraft, and for ground handling activities. It is outside the manoeuvring area.

SPI-21F

Apron/Ramp Driving Permit (ADP)

Authorizes the holder to drive vehicles only on apron or ramp areas.

SPI-21H

Training Validity (Years)

Validity period of apron/ramp driving training.



SPA-10 Safety Culture and Training

Question SPI-21J – One Runway, One Frequency

What is required?

Report whether **all vehicles, aircraft and personnel accessing the runway communicate on the same radio frequency** during runway operations.

Triple One Concept: One Runway, One Frequency, One Language

The **Triple One Concept** promotes three complementary principles to improve runway situational awareness and reduce runway incursions. Further information is available at:

<https://www.easa.europa.eu/en/research-projects/implementation-aerodrome-triple-one-concept>

This survey focuses only on **whether a common runway communication frequency is used**. It does **not** assess the **language** used for radio communications.

Note

Some airports may use separate Ground and Tower frequencies or other local communication arrangements. Report **“Yes”** only if **all runway users (pilots, ATC and authorized vehicle drivers)** use the **same operational runway frequency** while operating on or crossing the runway.



SPA-10 Safety Culture and Training

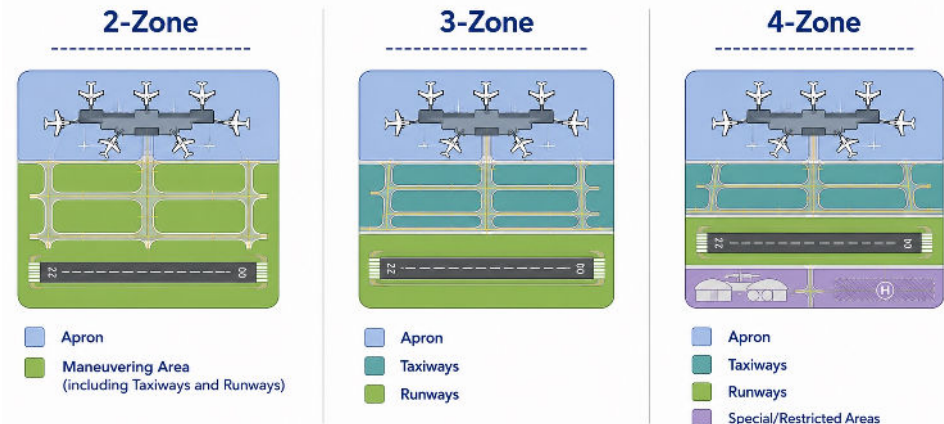
Questions SPI-21-K and SPI-21-L — Airside Driving Permit Classification

What is required?

Indicate whether your airport has an **airside driving permit zone classification system**

If **Yes**, select the classification used at your airport.

Option	Description
Two-zone classification	Separate permits for two operating zones (e.g. Apron and Maneuvering Area).
Three-zone classification	Separate permits for three operating zones based on airport operational requirements.
Four-zone classification	Separate permits for four operating zones with increasing access privileges.



AI-generated illustration for explanatory purposes only.

Note

The areas covered in each zone in the examples above and the image are to illustrate the zone classification concept only. If your airport uses a different approach for driving permit classification, select the option that most closely reflects your airport.

**Better Data.
Better Insights.
Safer Airports.**

Thank you for contributing to global aviation safety.