

I. AVIATION OPERATIONS

1. Airfield and Heliport Operations

a. Appointment Orders

(1) Is an airfield or heliport commander appointed in writing by the local Area Support Group Commander, and has the orders been sent to the appropriate agency? (*UR 95-1, para 2-1(b)*)

P / F / NA

(2) Is an airfield or heliport safety officer appointed in writing by the local Area Support Group Commander, and has the orders been sent to the appropriate agency? (*UR 95-1, para 2-1(b)*)

P / F / NA

(3) Are air traffic and airspace officers appointed in writing? (*AR 95-2; UR 95-1, para 2-1b(2)*)

P / F / NA

b. Airfield/Heliport Administration

(1) Have local flying rules been prepared, published, and approved? (*AR 95-1, para 2-10a; UR 95-1, para 1-12*)

P / F / NA

(2) Are facility memoranda, letters of agreement, and operations letters prepared in the proper format and coordinated with USAASD-E? (*FM 3-04.300, para 2-54 thru 2-66; UR 95-1, para 2-2c(4)c*)

P / F / NA

(3) Is a log maintained of permanent and semi-permanent airfield grounding points to identify each rod, the date tested, and the resistance reading? (*FM 10-67-1, pg 2-11; TM 1-1500-204-23-1, Chapter3*)

P / F / NA

(4) Does the airfield/heliport have a Air Crash Search & Rescue Map (Crash Grid Map) available? (*AR 95-2, para 10-4; AR 385-95 Appendix C-15a(4); FM3-04.300, para 2-59 thru 2-61*)

P / F / NA

(5) Are Air Crash Search & Rescue Maps posted at each place where emergency calls are received? (*AR 420-90, para 5-11a(3)*)

P / F / NA

(6) Does the airfield commander maintain an airfield operations manual / SOP that includes all required topics? (*FM 3-04.300, para 2-54 thru 2-66; UR 95-1, para 2-2c(4) a*)

P / F / NA

(7) Are aviation facilities (airfields, heliports, and helipads) designated, constructed, operated and maintained according to DOD policy, Army regulations? (*UR 95-1, para 2-2c*)

P / F / NA

(8) Is there an airfield snow and ice removal plan? (*FM 3-04.300, para 3-29/30*)

P / F / NA

c. Airfield Pre-Accident Plan

(1) Has the airfield operations officer prepared, and maintained a pre-accident plan? (*AR 385-95, para 1-6j(7)*)

P / F / NA

(2) Does the airfield operations officer have documentation that the pre-accident plan has been rehearsed and reviewed for adequacy at least quarterly? (*AR 385-95, para 1-6j(8)*) **P / F / NA**

(3) Has the Safety Officer coordinated monthly-unannounced crash-rescue drills with the local fire chief to evaluate the adequacy of the pre-accident plan and reported the results to the airfield commander? (*UR 95-1, para 2-2c(6) d*) **P / F / NA**

d. Crash Alarm

(1) Is an effective crash alarm system available? (*AR 420-90, para 4-6*) **P / F / NA**

(2) Is a backup (alternate) system available? (*AR 420-90, para 4-6*) **P / F / NA**

e. Master Hazards Map

(1) Does the Airfield Operations Officer ensure the Master Hazards Map is kept current with the assistance of the controlling agency? (*FM 3-04.300, para 1-9/10; V Corps Training and Standardization SOP*) **P / F / NA**

(2) Is the date the Master Hazards Map was updated posted on or near the map? (*FM 3-04.300, para 2-26*) **P / F / NA**

(3) Does the Airfield Operations Officer ensure the hazards depicted on the Master Hazards Map are confirmed at least annually for the entire Helicopter Flight Coordination Area and hazards depicted along established NOE routes or within NOE boxes are confirmed at least semi-annually? (*V Corps Training and Standardization SOP*) **P / F / NA**

Note: The actual confirmation is the responsibility of the controlling agency of the airfields specific training area.

f. Operations Personnel

(1) Does the operations officer closely monitor tower and other flight control operations? (*FM 3-04.300, para 1-9/10*) **P / F / NA**

(2) Is the airfield/heliport commander a member of the local installation planning board? (*FM 3-04.300, para 1-7/8*) **P / F / NA**

(3) Are operations personnel knowledgeable about regulations and procedures governing flight operations? (*FM3-04.300, chap 1*) **P / F / NA**

(4) Do operations personnel know their required actions if an aircraft is overdue? (*FM3-04.300, UR 95-40*) **P / F / NA**

(5) Do operations personnel understand and follow administrative rules for airfield marking and lighting? (*FM 3-04.300, para 3-9 thru 3-24; AR 385-30; TM 5-823-4*) **P / F / NA**

(6) Are operations personnel familiar with the pre-accident plan and know what to do if an accident occurs? (*FM 3-04.300, para B-10 thru B-12*) **P / F / NA**

(7) Do personnel understand NOTAM procedures and related functions to be followed when operational deficiencies and NAVAID malfunctions require changes to minimums and coordination with

adjacent Air Traffic Control (ATC) facilities? (*AR 95-2, Appendix C-2; AR 95-10; TC 95-93, para 2-24*)

P / F / NA

g. Inspections and Surveys

(1) Does the airfield commander and ASO conduct semi-annual airfield safety inspections? (*AR 385-95, para 1-6a(3) and c(7)*)

P / F / NA

(2) Are the results, along with operations personnel input, used to identify equipment shortages and facilities inadequacies? If so, are effective countermeasures designed to resolve the problems? (*AR 385-95, Appendix C-4*)

P / F / NA

h. Customs Control

Are customs control procedures established? (*UR 95-1, para 2-2c(10); UR 550-175*)

P / F / NA

i. Flight Plans

(1) Are all flight plans properly completed, to include those on file? (*FM 3-04.300, para 2-44; DOD FLIP*)

P / F / NA

(2) Do all flight plans include or are they accompanied by crew/passenger manifests of all occupants? (*FM 3-04.300, para 2-44; DOD FLIP*)

P / F / NA

j. Flight Planning Room

Is the flight planning room in accordance with an *FM 3-04.300* contain the following: (*FM 3-04.300, para 4-34/35*)

P / F / NA

(1) Blank DA Form 2696-R (OHR) available and posted

P / F / NA

(2) Blank flight plans

P / F / NA

(3) Blank DD Forms 365-4

P / F / NA

(4) Blank PPC for installation aircraft

P / F / NA

(5) Current DOD FLIP

P / F / NA

(6) Local flying area map IAW GP

P / F / NA

(7) VFR traffic pattern chart

P / F / NA

(8) Current airfield diagram

P / F / NA

(9) Current NOE Master Hazard Map

P / F / NA

(10) Current NOTAM board

P / F / NA

(11) Safety bulletin board

P / F / NA

- (12) Noise abatement procedures **P / F / NA**
- (13) Clock showing Zulu time **P / F / NA**
- (14) Appropriate operators manuals **P / F / NA**
- (15) Local flight rules **P / F / NA**
- (16) A phone with DSN to call weather and contact AFOD **P / F / NA**
- (17) Crash grid map **P / F / NA**
- (18) FAA Publications, if applicable (*AR 95-2, Pages 34-36*) **P / F / NA**

k. Airfield Vehicles

- (1) Do airfield vehicles have the meaning of air traffic control light signals displayed on the dashboard? (*FM 3-04.300, para 3-35 thru 3-42*) **P / F / NA**
- (2) Are grounding rods installed and marked properly at each refueling point and parking areas for refuel trucks operating on the airfield or heliport? (*FM 10-67-1 pgs 2-10, 2-11; TM 1-1500-204-23-1, Chapter 3*) **P / F / NA**
- (3) Are copies of the airfield Air Crash Search & Rescue Map kept in all support vehicles that may participate in the airfield firefighting and rescue plan? (*AR 420-90, para 5-11a(3)*) **P / F / NA**
- (4) Was the electrical resistance of each permanent and semi-permanent airfield ground point used in POL operations tested when installed and re-tested every five years or when damaged? (*FM 10-67-1, pg2-11; TM 1-1500-204-23-1, Chapter 3*) **P / F / NA**

l. FOD Program

Is an effective FOD program established? If so, does it include a plan for periodic sweeping of runways, taxiways, and ramp areas? (*AR 385-95, chap 3*) **P / F / NA**

m. Flying Clubs

- (1) Is an Army flying club at the airfield, and if so, is it complying with AR 215-1, Appendix M and AR 95-2, para 16-2? **P / F / NA**
- (2) Do civilian flying clubs have the proper agreements with USAREUR and valid liability insurance? (*UR 95-1, Appendix D*) **P / F / NA**

n. Publications

- (1) Does the airfield / heliport maintains and manages a Flight Information Publications account? (*AR 95-2*) **P / F / NA**
- (2) Does the airfield / heliport maintain the appropriate FAA technical publications and regulations (*AR 95-2, Figure 12-2*) **P / F / NA**

1 May 2004

REFERENCES:

AR 215-1	25 Oct 98	UR 95-40	23 Oct 00
AR 385-95	10 Dec 99	UR 550-175	4 Aug 83, Chg 1
AR 420-90	10 Sep 97	FM3-04.300	15 Mar 04
AR 95-1	1 Sep 97	FM 10-67-1	2 Apr 98
AR 95-2	10 Aug 90	TM 1-1500-204-23-1	31 Jul 92, Chg 1
AR 95-10	1 Jan 97	TM 5-823-4	7 Jul 87, Chg 1
UR 95-1	10 Aug 99	DOD FLIP	
UR 350-1	17 Nov 00		