



MALDIVES CIVIL AVIATION AUTHORITY
Republic of Maldives

AIR SAFETY CIRCULAR
ASC 139-4
Formation of Location Runway Safety Team (LRST)

Initial Issue, 01 June 2012

1. PREAMBLE

- 1.1** This regulation is issued by the Director, in pursuance of Civil Aviation Act No.: 02/2001.

2. SCOPE AND APPLICABILITY

2.1 Scope

- 2.1.1 This regulation describes the requirements for airport operators to establish and operate Local Runway Safety Teams.
- 2.1.2 Within the context of this regulation the term “airport operator” must be understood to designate any organization that has been issued an aerodrome operator certificate or license.
- 2.1.3 This regulation establishes the minimum acceptable requirements; the aerodrome operator can establish more stringent requirements.

2.2 Applicability and acceptance

- 2.2.1 An airport operator shall have in place a Local Runway Safety Team (LRST) that is acceptable to MCAA.
- 2.2.2 Since the runway safety programme requires the collaboration of air traffic controllers, pilots, vehicle drivers and aerodromes management, this ASC is applicable to airport operators, air traffic service providers, air operator certificate holders, and air navigation service providers, including any other groups, which may have a direct involvement in runway operations.

3. REFERENCES

- 3.1 This regulation is in accordance with ASC 139-5, MCAR 139 and ICAO Runway Safety Toolkit and DOC. 9870.

4. DEFINITIONS

- 4.1 **Hot spot** A location on an aerodrome area with a history or potential risk of collision or runway incursion, and where heightened attention by pilots, controllers and drivers is necessary.
- 4.2 **Incident** An occurrence other than an accident associated with the operations of an aircraft which affects or could affect the safety of operation.
- 4.3 **Local Runway Safety Team** A team comprised of representatives from aerodrome operations, air traffic service providers, airlines or aircraft operators, pilot and air traffic controllers associations and any other group with a direct involvement in runway operations that advise appropriate management on the potential runway issues and recommend mitigation strategies.
- 4.4 **Runway incursion** 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.

5. CONTRIBUTORY FACTORS AND MITIGATION MEASURES

- 5.1 Contributory factors and guidelines for stakeholders to prevent the runway incursions, and excursions are available in the ICAO Runway Safety Toolkit and DOC. 9870.

6. ESTABLISHMENT OF RUNWAY SAFETY TEAMS

- 6.1 A runway incursion Prevention programme start with the establishment of runway safety teams at Individual airports. The requirement for establishing the runway safety team and terms and reference of the team are given below:
- 6.1.1 Airport operators shall establish runway safety teams at individual aerodromes.
- 6.1.2 The Runway safety Team shall comprise of representatives from aerodrome operations, air traffic service providers, airlines or aircraft operators, pilots and air traffic controller associations and any other groups with a direct involvement in runway operations. The Team shall be headed by the Airport CEO or IN-CHARGE.
- 6.1.3 The Runway safety Team shall have the terms of reference as given in paragraph seven (7) of this ASC.

- 6.1.4 Information on the composition of these teams shall be provided to this office by 15th June 2011.
- 6.1.5 The primary role of the runway safety team shall be:
- To develop action plan for runway safety;
 - Identify potential runway incursion issues;
 - Recommend strategies for hazard removal and mitigation of individual risk;
 - The Team shall meet at least once in every three (3) months. Frequency of meetings may be increased keeping in view increasing traffic due to capacity enhancement.

7. GENERIC TERMS OF REFERENCE (TOR) OF THE RUNWAY SAFETY TEAMS

- 7.1 The generic terms of reference for the runway safety team formed at individual aerodromes shall be:
- 7.1.1 Determining the number, type and, if available, the severity of runway incursions;
- 7.1.2 Considering the outcome of investigation reports in order to establish local hot spots or problem areas at the aerodromes;
- 7.1.3 Working as a cohesive team to better understand the operating difficulties of personnel working in other areas and recommending areas for improvement;
- 7.1.4 Ensuring that the recommendations contained in the *Manual on the Prevention of Runway Incursions* (ICAO Doc 9870) and applicable on the various aspects of aerodrome operation are implemented;
- 7.1.5 Identify any local problem areas and suggest improvements;
- 7.1.6 Conduct a runway safety awareness campaign that focuses on local issues, for example, producing and distributing local hot spot maps or other guidance material as considered necessary; and
- 7.1.7 Regularly review the airfield to ensure its adequacy and compliance with regulatory requirements contained in the MCARs and other guidance material issued by the MCAA.
- 7.1.8 Reporting of runway incursion and casual factor identification by the Safety Manager to the MCAA.

8. OBJECTIVES OF THE RUNWAY SAFETY TEAMS

- 8.1 Once the overall number, type and severity of runway incursions have been determined, the team shall establish goals to improve the safety of runway operations. Examples of possible goals are:
- 8.1.1 To improve runway safety data collection, analysis and dissemination;
- 8.1.2 To check that signage and markings are compliant with MCAR 139 and visible to pilots and drivers;
- 8.1.3 To develop initiatives for improving the standard of communication;

- 8.1.4 To identify potential new technologies that may reduce the possibility of runway incursion;
- 8.1.5 To ensure that procedures are compliant with the MCAR and other guidance material issued by the MCAA from time to time; and
- 8.1.6 To initiate local awareness by developing and distributing runway safety education and training material to controllers, pilots, personnel driving vehicles on the airside and personnel working at aerodromes.

9. ACTION ITEMS TO BE PREPARED AND MONITORED BY THE RUNWAY SAFETY TEAM

- 9.1 The outcome of the meetings of the runway safety team shall be the development of an action plan containing action items for mitigating runway safety deficiencies. The action plan would be aerodrome specific and linked to a runway safety concern, issue or problem at that particular aerodrome. Action items may include suggested changes to the physical features of, or facilities at, the aerodrome; air traffic control procedures; air field access requirements; pilot and vehicle operator awareness; and production of hot spot maps.
- 9.2 Each action item shall have a designated person or organization which is responsible for completing the relevant tasks. There may be more than one person or organization affected by an action item; in such cases the head of the safety team, shall co-ordinate with such persons or organizations for the completion of all tasks associated with the action item. A realistic time frame to accomplish the work should also be associated with each action item.
- 9.3 Periodically the effectiveness of the implemented and/or completed action items should be assessed. This can be accomplished by comparing the results of the initial analysis and the current runway incursion status. For example, if an action item was to provide training for controllers, pilots or vehicle drivers, the effectiveness of such training should be evaluated by the team. If the analysis shows little or no improvement in the number, type or severity of runway incursions, the team should re-evaluate the implementation of that action item.
- 9.4 Education and awareness material such as newsletters, posters, stickers and other educational information are invaluable tools for reducing the risk of runway incursions. These should be used by the runway safety teams for the guidance and education of controllers, pilots, vehicle drivers and personnel working at the aerodromes.
- 9.5 Identification of Hot Spots. Suitable strategies should be implemented to remove the hazard associated with hot spots. When this is not immediately possible, action should be initiated by adopting strategies to manage and mitigate the risk. These strategies may include:
 - 9.5.1 Awareness campaigns;
 - 9.5.2 Additional visual aids (signs, markings and lighting);
 - 9.5.3 Use of alternative routings;
 - 9.5.4 Construction of new taxiways;

- 9.5.6 The mitigation of blind spots in the aerodrome control tower; and
- 9.5.7 Aerodrome charts showing hot spots should be produced by the aerodrome operator, checked regularly for accuracy, revised as needed, distributed locally and published in the Aeronautical Information Publication (AIP).

10. MONITORING

- 10.1 This Department shall monitor the activities of the Local Runway Safety Teams. Programmed visits will be conducted by this Department for surveillance and monitoring purposes.
- 10.2 Reports of the meetings and mitigating action by the runway safety teams including runway incursion and casual factor identification reports shall be submitted to this Department addressed to the Director, Air Navigation and Aerodromes.

11. EFFECTIVITY

This regulation is effective forthwith for Certified or Licensed Airport Operators.



For the Maldives Civil Aviation Authority
Hussain Jaleel
CHIEF EXECUTIVE