

# AERODROME PRE-AUDIT QUESTIONNAIRE FORM: AED-F-013

**AERODROME OPERATOR:**

**Name of Aerodrome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Director/Aerodrome Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact #\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Head of Operations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact #\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 1 – Aerodrome**

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| **S/N** | **QUESTIONS** | **ANSWERS BY AERODROME OPERATOR** |
| 1.1 | Does the aerodrome have an approved aerodrome manual? |  |
| 1.2. | Who is responsible within the aerodrome management for the maintenance of this manual? |  |
| 1.3. | Who is responsible for coordinating the implementation of the contents of the manual at the aerodrome? |  |
| 1.4. | Has the aerodrome established procedures for the amendment of this manual, and if so, where are these measures described. |  |
| 1.5. | When was the manual last amended? |  |
| 1.6 | List ground handling agencies, and their functions, at the aerodrome. e.g. airlines, ground service providers and fuel organizations |  |
| 1.7 | Is there any document on Aerodrome Emergency Procedures? |  |
| 1.8 | Who are the officers responsible for its implementation? |  |
| 1.9 | Is there any Aerodrome plan? |  |
| 2.0 | Is there any Aerodrome development programme in place? |  |
| **S/N** | **QUESTIONS** | **ANSWERS BY AERODROME OPERATOR** |
| 2.1 | Any Safety Management Systems in place? |  |
| 2.2 | Who monitors implementation? |  |
| 2.3 | Any Quality Management System in place? |  |
| 2.4 | How effective is the system? |  |
| 2.5 | Does the aerodrome have a copy of the Aerodrome Standards Manual? |  |
| 2.6 | Is it being implemented? |  |
| 2.7 | Have you received the Audit checklist and other relevant documentation manual? |  |