



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Advisory Circular

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**Subject:** AIRPORT CERTIFICATION MANUAL  
(ACM)

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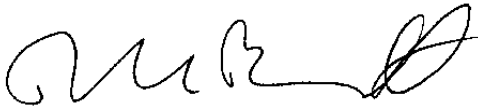
- 1. PURPOSE.** This advisory circular (AC) provides methods acceptable to the Administrator for showing compliance with the Airport Certification Manual requirements contained in Title 14, Code of Federal Regulations (CFR) Part 139, Certification of Airports. While the effective date of this rule is June 9, 2004, this AC is being published now to help the airport operator prepare to meet the requirements of the new rule.
- 2. FOCUS.** This AC is for operators of airports that currently hold a Part 139 Airport Operating Certificate or that want to be certificated under Part 139.
- 3. CANCELLATION.** This AC cancels AC 139.201-1, Airport Certification Manual (ACM) and Airport Certification Specifications (ACS).
- 4. RELATED READING MATERIAL.** The following Federal Aviation Administration (FAA) ACs—developed to address specific elements of Part 139, Subpart D—will assist airport operators during ACM preparation. Appendix 4 lists other relevant ACs.
  - a. AC 150/5200-30, Airport Winter Safety and Operations
  - b. AC 150/5200-31, Airport Emergency Plan
  - c. AC 150/5200-18, Airport Safety Self-Inspection
  - d. AC 150/5200-33, Hazardous Wildlife Attractants On or Near Airports
  - e. AC 150/5200-28, Notices to Airmen (NOTAMs) for Airport Operators
  - f. AC 150/5210-20, Ground Vehicle Operations on Airports
  - g. AC 150/5340-1, Standards for Airport Markings
  - h. AC 150/5340-18, Standards for Airport Sign Systems
  - i. AC 150/5370-2, Operational Safety on Airports During Construction.
- 5. BACKGROUND.** Under 14 CFR Part 139, the following airports in the United States and its possessions must hold Airport Operating Certificates:
  - Airports (except those in the State of Alaska) serving *scheduled* passenger-carrying operations of air carrier aircraft designed for 10 to 30 passenger seats.
  - Airports serving *scheduled* and *unscheduled* passenger-carrying operations of air carrier aircraft designed for more than 30 passenger seats.

Before the revision of Part 139, a certificated airport had either an ACM or Airport Certification Specifications, depending on the type of certificate held by the airport operator. The revised Part 139, however, requires airport operators at all certificated airports to develop and implement an ACM. This AC provides guidance on revising an existing or developing a new ACM.

**6. USE OF THIS CIRCULAR.**

- a. This AC discusses the requirements of Subpart D of 14 CFR Part 139. It uses the word “must” to indicate mandatory elements of the ACM required by Part 139.
- b. The term “Section” followed by a number, such as “Section 139.317,” refers to a specific provision of Part 139.
- c. The term “airport operator” is used throughout this document to refer to the airport operator as well as to any personnel or entity, as appropriate, that the operator has designated to perform tasks described in this AC and the ACM.

**7. AVAILABILITY OF SAMPLE AIRPORT CERTIFICATION MANUALS.** A sample of a very basic Airport Certification Manual is available on the FAA home page on the web. Appendix 5 provides instructions for accessing the sample Airport Certification Manual online.



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## CHAPTER 1. FUNCTION AND FORM

**101. FUNCTION OF THE AIRPORT CERTIFICATION MANUAL (ACM).** Part 139 includes terminology and minimum requirements broad enough to encompass all Federally certificated airports. The ACM serves as the bridge between the requirements of Part 139 and their application to a particular airport, taking into account the airport's size, type/level of activity, and configuration. To ensure the ACM fulfills its intended purpose, it should be the following:

- a. **Comprehensive.** The ACM must address all Part 139 requirements that apply to the airport. A comprehensive ACM will provide airport personnel with all the information they need to comply with these requirements.
- b. **Direct.** The content of the ACM should be accurate, clear, and speak directly to Part 139 requirements. An ACM that provides clear instructions but avoids excessive detail will help ensure that personnel understand how the airport operator will attain regulatory compliance at the airport and leave the airport with the flexibility necessary to address unforeseen circumstances.

**102. ENFORCEABILITY OF THE ACM.** Section 139.101 establishes the enforceability of the ACM. Once the FAA approves the ACM, it serves as an extension of Part 139 for the airport.

**103. PREPARATION OF THE ACM.** In addition to specifying technical content, Part 139 stipulates standards for the approval, format, and distribution of the ACM.

- a. **Approval.** Part 139 mandates two levels of approval for the ACM:
  - (1) **Airport Approval.** Part 139 requires the airport operator to sign and approve the ACM before submitting it to the FAA. In this context, "airport operator" means an official of the operator who has the authority to implement and enforce all provisions of the ACM. Changes in airport management personnel do not require new airport approval as long as the airport operator continues to keep its ACM current. The statement of approval must include the airport name, the official's title and name, the official's signature, the document title, and the date. The approval can be added to a signature page at the front of the ACM or, if the ACM has a cover, incorporated into the title page.
  - (2) **FAA Approval.** Prior to issuing an Airport Operating Certificate, the FAA must approve an airport operator's ACM. Part 139 requires that each page of the ACM show FAA approval and the date of initial FAA approval or, if the page has been revised, the date of approval for the most recent change. This requirement applies to all aspects of the ACM, including appendices, grid maps, the table of contents, and the airport sign and marking plan. To facilitate this requirement, each ACM page should include a location for indicating FAA approval and the approval date. For ease of use, the FAA approval block should have a consistent format and location throughout the document.
- b. **Format.** Page layout, assembly and printing, and organization of content should be considered during preparation of the ACM.
  - (1) **Page Layout.** The ACM is a working document that reflects current airport conditions. It should be easy to maintain and revise. In addition to the date and FAA approval, each page of the ACM should specify the page number and document section. The ACM must also include a Page Revision Log that can function as an inventory of current pages. This log can simply include columns of page numbers with space for approval dates alongside. This is a very useful device to verify the currency of a page without having to leaf through the entire document. It also serves as a checklist for maintenance of the ACM as it tracks pages that have been revised, added, or deleted.
  - (2) **Assembly and Printing.** Part 139 requires the airport operator to maintain the ACM in printed form. (It can be transmitted to the FAA electronically, but the airport operator should confirm in advance that the FAA can access the file format used.) A simple format will make both the initial assembly and later revisions easier. Odd-sized or multicolor media and certain types of bindings (e.g., spiral or comb) can complicate the processes of reproduction, insertion, filing, and mailing. The FAA suggests the following format for the ACM:
    1. 8 ½ x 11 inch, loose-leaf paper;
    2. Single-sided, black-and-white printing, except where color is specifically required; and
    3. Assembly in a three-ring binder.

- (3) **Organization of Content.** The organization of the ACM should follow the sequence of Sections in Part 139 and in Chapter 5 of this AC. The Checklists in Appendices 2 and 3 provide additional guidance on what should be included in each Section.
- c. **Dissemination.** Part 139 requires the airport operator to distribute applicable portions of the ACM to the airport personnel who are responsible for their implementation. The ACM is not intended to provide complete instructions for all jobs or operational procedures, but it should provide instructions for any critical tasks that are necessary for compliance with Part 139.

## CHAPTER 2. ACM OVERVIEW

**201. REQUIRED CONTENTS.** As a general rule, the ACM must contain operating procedures, equipment descriptions, responsibility assignments, and any other information needed by airport personnel to comply with Part 139. In particular, it must address compliance with the provisions of Subpart D of Part 139 and any limitations imposed by the FAA. This information will vary from airport to airport.

- a. **Provisions of Subpart D.** Subpart D is the main body of operational requirements that an airport must meet to obtain and hold an Airport Operating Certificate. The ACM must address all required provisions of Subpart D, which comprises Sections 139.301 through 139.343 of the Regulation. The required Subpart D provisions depend on the class of the airport. The required elements for each class are listed in Section 139.203(b) and in Appendix 1 of this AC.
- b. **Limitations.** The FAA occasionally imposes limitations on certificated airports. These limitations can cover a range of regulatory provisions. Generally, they deal with unusual operational characteristics at an airport, such as a need to restrict air carrier operations from using certain areas of the airport or to specify aircraft rescue and fire fighting staging locations. The ACM must contain copies of any limitation placed on the airport by the FAA. Sections of the ACM that discuss related provisions of Part 139 must refer to applicable limitations.

**202. SPECIAL ELEMENTS OF COMPLIANCE.** While the Subpart D provisions that must be included in an ACM vary for each class of airport, Subpart D also specifies certain special elements that all ACMs must include. In most cases, ACMs address these mandatory elements by including them in the detailed narratives for the related Subpart D Sections. However, some special elements better lend themselves to other forms of presentation, such as tables and charts. For example, the airport operator might fulfill the requirement to explain lines of succession for airport operational responsibility by including an organizational chart and a table of the lines of succession, which can be referred to repeatedly throughout the ACM.

- a. **Special Elements Dependent on Airport Conditions.** In Section 139.203(b), some of the elements are listed “as required by Section . . .” This means the element is necessary only if a particular Section requires it. For example, if airport conditions do not trigger a requirement for a Wildlife Hazard Management Plan according to Section 139.337, the ACM does not need to include such a plan.
- b. **Special Elements Not Included in the ACM.** The ACM should document any special elements that are not included in the manual so a complete accounting of all elements is readily available.

**203. GUIDELINES FOR SPECIFICITY.** The central theme and purpose of the ACM is embodied in the language of Section 139.203(a). In each Section, the ACM should answer the following questions: WHO is going to perform the tasks, WHAT do the tasks consist of, HOW are they to be performed, and WHEN should they occur. WHO, WHAT, HOW, and WHEN are often closely associated, and most instructions will need to address all of them.

- a. **WHO.** The instructions in the ACM should be clear to staff who routinely perform the tasks described as well as to staff required to act when the usual chain of responsibility and authority is temporarily interrupted. The ACM must explain what is required from a regulatory standpoint and clearly state who (functional position) is primarily responsible for carrying out each function. Since a substitute might not normally perform (or directly oversee) a required task, the ACM should provide specific instructions about critical aspects of the job, including whom to contact if problems arise.
- b. **WHAT and HOW.** The WHAT and HOW of ACM instructions refer to the tasks assigned to various individuals or departments charged with achieving compliance with Part 139. Unless all personnel assigned to the task are fully familiar with the regulatory requirement, the ACM must provide guidance appropriate to the training and experience of the personnel. For example, an instruction in the ACM to the ground maintenance crew to “maintain all safety areas in accordance with the Regulation” is not useful unless the crew has sufficient knowledge of Part 139 requirements. A better approach is to identify the physical boundaries of the safety areas and to state clearly how surface conditions are to be maintained.
- c. **WHEN.** The timing of tasks will often be triggered by circumstances, such as a certain depth of snow accumulation or a specific temperature drop. The ACM must clearly define the circumstances that trigger action. It must also address the frequency of tasks that occur on a regular basis.

**204. EXEMPTIONS.** An exemption is a legal document granting an airport operator relief from a requirement of Part 139. Exemptions can be limited to specific periods of time.

- a. Applying for an Exemption.** To qualify for an exemption, the airport operator must fulfill a number of procedural requirements. An exemption is a rulemaking action that triggers a chain of events in accordance with 14 CFR Part 11, General Rulemaking Procedures. An exemption effectively changes the manner in which the airport operator complies with the requirements of its Airport Operating Certificate.
- b. Exemptions in the ACM.** The ACM must include in one place, possibly as an appendix, copies of all current exemptions for the airport, including any that pertain to the aircraft rescue and fire fighting (ARFF) requirements listed in Sections 139.117 and 139.119. An index of current exemptions, including references to relevant Part 139 Sections, must be included, as well.

**205. DEVIATIONS.** During an emergency requiring immediate action for the protection of life and property, the airport operator may deviate from Subpart D of Part 139 to the extent required by the emergency. Deviations are not associated with any specific provision of Part 139, but they can impact the performance of any one of them. Should a deviation be necessary, the airport operator must as soon as practicable, but not later than 14 days notify the FAA of the deviation. If requested by the FAA, the airport operator will provide this notification in writing.

**a. Example.**

- (1)** The airport operator sends the entire ARFF capability off the airport in response to a life-threatening fire and, without notifying the air carriers, permits normal air carrier operations to continue. A deviation should be filed.

**b. Reporting a Deviation.** The ACM must explain how and when airport personnel should notify the FAA of a deviation. The FAA can levy a civil penalty against the airport operator for inappropriate notification of a deviation.

**206. VIOLATIONS.** Violations are very serious and can result in administrative action, the imposition of a civil penalty, or the suspension/revocation of the airport operator's Airport Operating Certificate. Airport operators that do not fully understand the ramifications of violating Part 139 should contact the Airport Certification Safety Inspector (ACSI).



## CHAPTER 3. ACM REVIEW AND REVISION

**301. REVIEW OF THE ACM.** Part 139 requires airport operators to keep the ACM current at all times. Careful preparation for the review and revision process will ease this task.

- a. **Lay the Groundwork.** Through its organization, the ACM should lend itself to assigning self-contained segments for review to person(s) knowledgeable about particular subjects. The airport operator should identify who will review various parts of the ACM and when these reviews will take place. Staggering the review schedule for each section of the ACM will ensure that reviewers do not face significant workload increases at any one time. Periodic reviews should make revision of the ACM easier, but the airport operator must be prepared to break with the schedule and update the ACM immediately if conditions on the airport change.
- b. **Establish the Process.** The airport operator must document the process for review and revision of the ACM, including how to amend it to respond to changing situations at the airport. Using the WHO, WHAT, HOW, and WHEN guidelines will help ensure that all necessary elements are addressed. The airport operator should make sure that everyone involved in the review and revision of the ACM is aware of this process.

**302. REVISION AND FOLLOW-UP.** The airport operator must submit an ACM amendment to the FAA at least 30 days before its effective date. However, airport operators should try to submit amendments as far in advance as possible to allow enough time for FAA review and approval. If timing issues arise, the airport operator must contact the assigned ACSI. The inspector will work with airport management to prepare the change as expeditiously as possible and assist in keeping the airport in compliance with Part 139. In the case of lengthy or complicated changes, the airport operator should discuss with the ACSI the possibility of providing a draft for early review and consideration. A Page Revision Log summarizing individual page and text revisions will help expedite the review process.

- a. **Sign and Marking Plans.** The sign and marking plan is part of the ACM. The airport operator should submit a copy of the plan as far in advance as possible to ensure FAA approval before the design and procurement phase of related development projects. *Airport sign and marking plans must receive FAA approval before they are implemented.*
- b. **Amendments to the ACM.** When a revision to the ACM becomes effective, the airport operator must place special emphasis on any effected areas of airport operations to ensure personnel are aware of changes and understand how the changes might impact operations.

## CHAPTER 4. TECHNICAL RESOURCES AND LIMITS OF AUTHORITY

**401. PART 139 AND ADVISORY CIRCULARS.** The FAA publishes ACs on a broad range of subjects. This paragraph describes how these documents relate to Part 139.

- a. **General.** ACs usually serve as the FAA's means of publishing information of an advisory nature. In the "airports" subject area, ACs often provide technical specifications and procedures for the design, maintenance, and operation of airports. The information they contain has general acceptance in the airport industry and was often developed with the participation of various members of the aviation community.
- b. **Using Advisory Circulars.** The FAA encourages the use of applicable ACs during ACM preparation because they contain methods and procedures acceptable to the Administrator. The FAA will consider methods of compliance other than those described in ACs, but the applicant will need to demonstrate the acceptability of alternate methods to the satisfaction of the FAA before implementing them. However, in cases in which a regulatory provision or a related FAA policy specifies a certain method or procedure, the Regulation or policy takes precedence.

ACs frequently contain some material that, while technically valid, might not be fully applicable to the regulatory purpose. For example, the provisions of Part 139 specify the minimum requirements that certificated airports must meet to achieve a certain level of safety. ACs, however, frequently provide an optimum or state-of-the-art approach, which might identify methods, materials, and results that exceed the requirements and/or scope of Part 139. Airport operators should contact the ACSI if there is any doubt about the applicability of technical material to Part 139.

While few ACs were developed primarily as regulatory guidance, some of these documents describe the only methods of complying with certain requirements of Part 139. AC 150/5240-1, Standards for Airport Markings, is an example of such an AC. Further, some ACs contain standards that are mandatory for airports receiving Federal airport assistance.

- c. **Obtaining Advisory Circulars.** Appendix 4 includes a partial listing of ACs. It also provides instructions for obtaining these ACs as well as a listing of all FAA ACs.

**402. AIRPORT AUTHORITY LIMITS.** A few of the provisions of Part 139, Subpart D, deal with matters beyond the authority of most airport operators, including obstruction lights outside airport boundaries and medical assistance and transportation provided by community sources. Part 139 acknowledges this by using qualifying language such as "to the extent practicable" or "which agrees to provide." Part 139 does not require the airport operator to take actions that exceed its authority.

## CHAPTER 5. CONTENTS OF THE ACM

**501. PURPOSE OF THIS LISTING.** This Chapter lists the applicable provisions of Part 139, Subpart D, that apply to specific classes of airports. The airport operator must prepare and maintain an ACM that reflects the manner in which the airport will comply with the requirements of these provisions. Except for requirements of a purely administrative nature, all of the items in the ACM should satisfy the questions of WHO, WHAT, HOW, and WHEN, as discussed in paragraph 203 of this AC.

In addition to addressing the Subpart D provisions, the ACM must address the special elements of compliance referred to in paragraph 202 and any limitations that the FAA has placed on the airport. (Limitations are not covered in this Chapter.) The descriptions and examples presented in this listing do not cover all possible airport situations or all aspects of the Subpart D provisions—this does not mean they are less important or do not need to be included in the ACM. Airport operators should speak to the ACSI if they have any questions about the application of these items and examples or about the contents of the ACM.

As indicated below and in Appendix 1, certain Sections are not required in the ACMs of most Class IV airports. Under certain circumstances, however, the Administrator might require one or more of these Sections to be added to a Class IV airport's ACM because of conditions on the airport. For additional guidance, the airport operator should speak to its ACSI.

*Airport operators should consider following the order of the Subpart D when organizing the contents of the ACM. Additional guidance on what should be included in each section can be found in the Checklists in Appendix 2 (Class I, II, and III airports) and Appendix 3 (Class IV airports).*

### 502. SECTIONS OF SUBPART D—OPERATIONS.

**SECTION 139.301—Records.** This Section outlines the various records the airport operator must keep and the duration of time these records must be retained. To fulfill the requirements of this Section, the ACM must include a description of the system for maintaining records. In addition, the airport operator should make sure that airport personnel know that the credentialed ACSI has the authority to inspect these records to ensure compliance with Part 139.

**SECTION 139.303—Personnel.** The revised Part 139 requires specific training and performance documentation. This requirement also covers airport management and supervisory personnel. To fulfill the requirements of this Section, the airport operator must—

- Describe in the ACM the lines of succession of airport operational responsibility (preferably in a chart or table) to demonstrate accountability and to satisfy one of the special elements of compliance.
- Describe personnel training. The ACM should identify sufficient resources, equipment, and provisions for initial and recurrent training.

**SECTION 139.305—Paved Areas.** The narrative for this Section and other Subpart D Sections involving extensive maintenance-type requirements will probably follow similar patterns in the ACM. Part 139 contains several specific requirements for paved areas that are available for air carrier use. The requirements are stated in results-oriented terms and are brief enough to include in the ACM. To address the requirements of this Section, the airport operator must—

- Include in the ACM procedures and other information needed by airport personnel responsible for maintaining these areas. This requirement can be satisfied by including the text from Part 139 about paved areas. This text will also serve as a reminder that this maintenance activity must be accomplished. Airport operators should also consult AC 150/5320-6, Airport Pavement Design and Evaluation.
- Include the description of movement areas that are available for air carrier use. This description should not include other paved or unpaved areas on your airport (ramps, parking areas, etc.) that may be usable by air carriers but that do not fall within the Part 139.5 definition of an air carrier movement area. The movement area definition found in the FAA Aeronautical Information Manual includes the provision that, at an airport with an Airport Traffic Control Tower (ATCT), a clearance is required prior to entering a movement area. This latter definition will be the one used in any letters of agreement the airport operator and the ATCT develop to address

movement areas. If such agreements result in the removal of certain pavement segments from the controlled movement areas, the ACM should describe this removal and include the agreements.

**SECTION 139.307–Unpaved Areas.** Except in the State of Alaska, this section rarely appears in an ACM. If, however, the airport has maintenance procedures for unpaved areas, such as repairing ice runways or determining the point of abandonment of a frozen surface at spring thaw, they must be included in the ACM.

**SECTION 139.309–Safety Areas.** Application of Part 139 hinges on the precise delineation of safety areas. The dimensions of a safety area frame the obligations the airport operator has with respect to its maintenance. The safety areas (dimensions) that existed on December 31, 1987, form the basis of the airport operator’s maintenance obligations. If construction, reconstruction, or significant expansion of the runway or taxiway began after this date, the associated safety area dimensions must be approved by the Administrator. To address the requirements of this Section, the airport operator—

- Must clearly describe in the ACM the location and dimensions of safety areas. The description of a safety area is only complete if the dimensional data is accompanied by the date those dimensions were established in accordance with Part 139.
- Must include procedures for maintaining safety areas.
- Should add as an appendix to the ACM an inspection and maintenance procedures program plan, required by AC 150/5220-22, paragraph 11, if the airport has an Engineered Materials Arresting System (EMAS) within a runway safety area.
- Should include a map or diagram, especially when describing a runway safety area that has different dimensions for each end.

**SECTION 139.311–Marking, Signs, and Lighting.** Generally speaking, the maintenance task associated with this Section is to fix or replace in-kind broken or missing items. The ACM does not need to address routine or simple maintenance tasks (e.g., replacing a light that is burned out), but it should provide enough information to ensure that personnel can correctly perform more complicated tasks (e.g., replacing a light that has been significantly damaged or destroyed). Well-written instructions supplemented by an airport diagram will serve as valuable insurance against errors. Further guidance is provided in AC 150/5340-26, Maintenance of Airport Visual Aid Facilities.

The ACM must include a plan showing the runway and taxiway identification system, including the location and inscriptions of signs, runway markings, and holding position markings as well as descriptions and procedures for maintaining marking, sign, and lighting systems. To comply with the requirements of this Section, the airport operator should—

- Include in the ACM a legible color diagram of the airport sign and marking systems. This can be added as an appendix. The diagram should identify signs and markings in the appropriate colors, as specified in the current versions of AC 150/5340-1, Standards for Airport Markings, and AC 150/5340-18, Standards for Airport Sign Systems. This diagram is also referred to as the runway and taxiway identification system plan in Part 139 and as the FAA Approved Airport Sign Plan. Signs should be graphically depicted *on* the plan in close proximity to their locations on the airfield, *not* by the number reference to a separate legend or table. Multiple pages might be required to support the need for legible graphics.
- Include contact information for approach lighting maintenance.
- Address the shielding of airport lighting.
- Include clear instructions on just how many and in what sequence lights may be out before the system is considered inoperative.

**SECTION 139.313–Snow and Ice Control.** AC 150/5200-30, Airport Winter Safety and Operations, contains technical information that will help airport operators develop a snow and ice control plan, which is required by Part 139 for Class I, II, and III airports where snow and ice conditions exist. If snow and ice conditions rarely occur at the airport, the ACM should include a statement to this effect. If a chance of snow or ice exists, however, the airport operator should—

- Provide specific procedures in the ACM for notifying air carrier users of airport movement area conditions.
- Provide instructions and explain snow removal arrangements for preventing interference to navigation aids (NAVAIDs) caused by the accumulation of snow.
- Specify in the ACM who has the authority to initiate snow removal operations, especially when procedures require calling in municipal or contract assistance.

**SECTION 139.315—Aircraft Rescue and Fire Fighting: Index Determination.** To fulfill the requirements of this Section, airport operators must—

- State the airport's ARFF Index in the ACM as determined by Part 139.315(a)(1) and (2).
- Explain in the ACM what the Index means in terms of aircraft length. This explanation should contain information on the longest aircraft the Index can serve.

The minimum Index is A. If the airport has an Index higher than A, the airport operator should specify in the ACM the longest air carrier aircraft that could use the airport if one or more of the ARFF vehicles is removed from service. Such information will allow personnel to promptly notify air carrier station agents if such notification becomes necessary. Additional equipment, other than that necessary for fulfilling the Index requirement, might also be available.

**SECTION 139.317—Aircraft Rescue and Fire Fighting: Equipment and Agents.** The ACM must include a description of the equipment necessary to meet the airport's aircraft rescue and fire fighting requirements. The airport operator should—

- List in the ACM the ARFF equipment and the type and quantities of agent provided/maintained on each vehicle.
- Specify in the ACM the number and type of portable extinguishers the vehicles carry because they can have a bearing on what Index the airport can maintain if there is an equipment outage.
- Ensure that the Underwriters Laboratories rating (such as BC 120) is on the equipment and indicated in the ACM because it may have a bearing on what Index the airport can maintain if the basic Index A vehicle is out of service.

The airport operator must also be sure to include in the exemption section of the ACM any exemptions to ARFF equipment requirements that have been granted by the FAA (see paragraph 204).

**SECTION 139.319—Aircraft Rescue and Fire Fighting: Operational Requirements.** This is one of the most critical components of the ACM, and it must include a description of the facilities, personnel, and procedures necessary to meet the airport's aircraft rescue and fire fighting requirements. A number of questions should be considered when addressing this Section:

- Does the airport operator have full control over the operation of the ARFF unit?
- Can vehicles be dispatched off the airport without the airport operator's permission?
- Is the operator reliably informed whenever an element of ARFF becomes inoperative or unavailable for any reason?

To address the ARFF operational requirements, the airport operator should—

- Allow ARFF personnel as much flexibility as possible within the scope of their mission but build into the ACM procedures for activating a fast and reliable information system. This will ensure the airport operator is informed when making decisions about air carrier operations.
- Make it a priority to discuss with the ATCT manager the role of the ATCT in emergency operations and the particulars of ATCT interactions with the ARFF unit and airport management. It is sometimes mutually beneficial to enter into a letter of agreement with the ATCT to cover certain activities particular to the airport. A copy of any such agreement must be placed in the ACM, possibly as an appendix (for example, Letter of Agreement for Emergency Services). If the airport does not have an ATCT, the airport operator should speak with the Flight Service Station (FSS) or Automated Flight Service Station (AFSS).
- Include in the ACM information about ATCT's role as well as the limits beyond which the ATCT is not able to operate.

- Describe the alarm system for ARFF response, the requirement for a daily test, and the ATCT role in the alarm system and the test.
- Describe the communications system.
- Identify required training for ARFF personnel and provisions for recurrent training.
- Address provisions for the availability of at least one person trained in basic emergency medical care, as required during air carrier operations under Part 139. This person need not be an actual member of the ARFF crew but must be available within a reasonable time in case of an airport emergency.
- Address provisions for fire extinguishing agent and HAZMAT response standards.

In addition, the airport operator must—

- Identify any roads designated as Emergency Access Roads. The ACM should include instructions to ensure Emergency Access Roads are used appropriately and are available for use in the case of an ARFF emergency. Before designating Emergency Access Roads, the airport operator should understand the obligations that go along with such a designation and consider other means of meeting the ARFF response time, such as secondary ARFF stations or vehicle standby areas. Airport operators should coordinate any such designations with the ACSI.
- Address, if there is an ATCT on the airport, Discrete Emergency Frequency procedures in the ACM, as appropriate. AC 150/5210-7, Aircraft Rescue and Firefighting Communications, and applicable subparagraphs of Section 139.319 contain guidelines that are acceptable methods of complying with Part 139.
- Address the potential for inoperative vehicles. The ACM should define what “inoperative” means in the context of Part 139. An inoperative vehicle is one that is unable to perform the functions required of it by the Regulation. The ACM should provide clear instructions for the procedures to be followed and who is to accomplish them when a required piece of ARFF equipment becomes inoperative.
- Address the requirement for ARFF coverage during “air carrier operations.” Section 139.5, Definitions, explains this terminology. Instructions in the ACM should make it clear that each air carrier operation will be treated separately when determining the response period. The ARFF unit must maintain a response posture for at least a half-hour period bracketing the operation (15 minutes before to 15 minutes after the actual time of the arrival or departure operation—not the scheduled time of the operation). The airport operator should impress upon air carrier station management the importance of keeping airport management and the ARFF unit apprised of changes in flight schedules and develop formal procedures to assure ARFF availability.

If certain conditions are met, Part 139 permits a temporary reduction in ARFF presence during periods of air carrier activity using aircraft of reduced length. To address such reductions, the airport operator must—

- Specify in the ACM the individual or position with the authority to implement the reduction.
- Describe the procedures to be followed.
- Document the system that is in place for the recall of the required complement of ARFF personnel and equipment.
- Describe, if there is a requirement for notifying air carrier users of the airport before implementing any reduction, how air carriers will be notified and who has the responsibility and authority to undertake this action.

The airport operator must be sure to include in the exemption section of the ACM any exemptions to ARFF operational requirements that have been granted by the FAA (see paragraph 204).

**SECTION 139.321—Handling and Storing of Hazardous Substances and Materials.** This Section addresses both hazardous materials such as aircraft cargo (referred to as “HAZMAT”) and fuel for the operation of aircraft (referred to as “fuel”). Whether procedures for handling, dispensing, and storing hazardous substances and materials must be included in the ACM depends on what entity functions as the HAZMAT agent. The airport operator DOES NOT need to include HAZMAT procedures if it is not the HAZMAT agent. In such cases, only the applicable Hazardous Materials Regulations (49 CFR Parts 171–180) apply, and the FAA Office for Security and Hazardous Materials administers the program. The airport operator, however, DOES need to include HAZMAT procedures in the uncommon cases in which

it serves as the HAZMAT agent. These procedures must cover the three designations and assurances listed in Part 139 at Section 139.321(a)(1) through (3).

However, if there is aviation fuel available on the airport, regardless of who the fueling agents are, the airport operator must—

- Indicate whether it is or is not the HAZMAT agent.
- Establish fire safety fuel standards for the airport and include them in the ACM. The standards should describe how to accomplish the 3-month/periodic inspection of tenant fueling facilities, including all fuel service vehicles, and the procedures to be initiated should noncompliance with the standards be discovered. The ACM should also include the inspection checklists for storage facilities and fuel service vehicles.
- Describe the initial and recurrent fueling safety training plan.

**SECTION 139.323—Traffic and Wind Direction Indicators.** The ACM must describe and identify the location of these facilities at the airport and specify the procedures and responsibilities for maintaining them.

**SECTION 139.325—Airport Emergency Plan.** AC 150/5200-31, Airport Emergency Plan, contains technical information that will help the airport operator develop the Airport Emergency Plan (AEP) required by Part 139. The AEP is a mandatory part of the ACM, and the guidelines for specific statements in paragraph 203 about responsibility and function apply. It must include a grid map or other means of identifying locations and terrain features. The AEP may be kept as a separate document or possibly as an appendix that is referenced in the ACM; however, the content is viewed as part of the approved ACM.

**SECTION 139.327—Self-Inspection Program.** The ACM must include procedures for a self-inspection program. Self-inspection allows for monitoring airport conditions and assists airport operators in complying with other requirements of Part 139. AC 150/5200-18, Airport Safety Self-Inspection, provides guidance on structuring a comprehensive program for the airport. Applying the questions of WHO, WHAT, HOW, and WHEN, discussed in paragraph 203 above, will ensure all of the elements of an effective inspection program are accomplished. Procedures for conducting self-inspections must include provisions for documenting any corrective actions taken. Self-inspections are required before air carrier operations. Daily inspections are not absolutely required if the airport has no air carrier activity, but airport operators should be wary of allowing long intervals to pass between inspections.

To satisfy the requirements of this Section, the airport operator should—

- Include the schedule of self-inspections and identify who is responsible for performing these inspections.
- Identify means of obtaining and documenting corrective action taken on noted discrepancies.
- Identify provisions for initial and recurrent training in the five subject areas specified in Part 139: (1) Airport familiarization, (2) Airport Emergency Plan, (3) Notice to Airmen (NOTAM) notification procedures, (4) Procedures for pedestrians and ground vehicles in movement areas and safety areas, and (5) Discrepancy reporting procedures. This training is in addition to that required in Section 139.303.

**SECTION 139.329—Pedestrians and Ground Vehicles.** The ACM of Class I, II, and III airports must address procedures for controlling access to movement and safety areas. Stringent control of pedestrians and ground vehicles can prevent problems on the movement and safety areas. To address the requirements of this Section, the airport operator should—

- Include in the ACM clear and precise procedures for the control of pedestrians and ground vehicles and describe the consequences of noncompliance.
- Include vehicle operating procedures for movement/safety areas in this section or possibly in an appendix.
- Identify, if the airport has an ATCT, any procedures or rules that have been jointly agreed to with Air Traffic Control, including radio or other communications arrangements.

**SECTION 139.331—Obstructions.** The location of marked and lighted obstructions that fall within the airport's authority and responsibility must be included in the ACM of Class I, II, and III airports. The ACM must also describe

procedures for removing, marking, and lighting obstructions. To address the requirements of this Section, the airport operator should—

- Consider including with the narrative description a map locating the obstructions and keying them to the description.
- Describe maintenance procedures and responsibilities for lighted obstructions in the ACM and specify who to contact in case of an outage and how they are to be repaired. An airport can have a confusing array of obstruction lights with different parties responsible for them according to various lease agreements, contract services, etc.
- Include provisions for airspace evaluations for any proposed construction or alteration of the airport.
- Identify in the ACM each object within the airport operator's area of authority that qualifies as an obstruction but that has been determined to be "no hazard" by an FAA aeronautical study. This information should include the study file reference so it can be retrieved if necessary. Airport Layout Plan (ALP) approval by the FAA carries the same weight as an aeronautical study with respect to those objects depicted on it.
- Inspect for outages of any obstruction light that can be seen from any portion of the airport and report outages to the owners of the lights.
- Consider assigning responsibility for monitoring obstructions to a staff position on the airport (for example, the airport operations supervisor). If such a position exists, it should be identified in the ACM.

**SECTION 139.333—Protection of NAVAIDs.** The ACM of Class I, II, and III airports must provide procedures for the protection of NAVAIDs. To address the requirements of this Section, the airport operator should—

- Explain in the ACM who should be alerted to activity that may interfere with the signal from a NAVAID.
- Include, depending on the placement of the NAVAID, procedures and assignments for security patrols, fence maintenance, etc.
- Describe in the ACM procedures for preventing any interference caused by the accumulation of snow (see Section 139.313).

**SECTION 139.335—Public Protection.** Part 139 requires the airport operator of a Class I, II, and III airport to describe how it intends to provide for public protection. The requirements that address this subject are oriented toward *inadvertent entry* into an area containing hazards for the unwary trespasser. The prevention of intentional entry of airport security areas is within the purview of the Transportation Security Administration Regulation on airport security. To address the requirements of public protection, the airport operator should—

- Describe in the ACM the measures taken at the airport to prevent inadvertent entry by persons or vehicles to any operational areas, even if such entry is not considered a security threat. Fencing is an obvious method to use, as is conspicuous signing and closed gates.
- Provide for regular surveillance of all of the safeguards on the airport for compliance with this provision of Part 139.

**SECTION 139.337—Wildlife Hazard Management.** To address the wildlife hazard management requirements of this Section, the airport operator of a Class I, II, and III airport must include one of the following:

- (1) A statement of no wildlife activity (unlikely at most airports);
- (2) A statement that a Wildlife Hazard Assessment is currently being conducted;
- (3) A brief statement of the no-hazard findings from a recent Wildlife Hazard Assessment;
- (4) A statement that a Wildlife Hazard Management Plan is currently being developed; or
- (5) A statement that the airport has a Wildlife Hazard Management Plan. If a Wildlife Hazard Management Plan has been developed for the airport, it must be included in the ACM, possibly as an appendix.

In all cases, the airport operator should—

- Provide instructions in the ACM to airport personnel about reporting wildlife activity, should any be observed.



- Consider including in the ACM any information about wildlife type and activity on the airport if such activity exists.
- Include, if wildlife activity at the airport triggered a Wildlife Hazard Assessment and it was subsequently determined that a Wildlife Hazard Management Plan was not required, a brief statement that identifies the type and extent of the activity that triggered the study. This will serve as an approximate gauge for comparison with subsequent wildlife observations when the situation is reevaluated.

**SECTION 139.339–Airport Condition Reporting.** The ACM must include provisions for airport condition reporting. The AC 150/5200-28, Notices to Airmen (NOTAMs) for Airport Operators, contains technical information that will help with the development of this portion of the ACM. To address condition reporting requirements, the airport operator should—

- Include in the ACM a statement that the airport operator and its staff will report any condition that might affect the safe operation of an air carrier operation and the nine subject areas outlined in Part 139.
- Work with airline tenants to devise a satisfactory system of information flow and document this system in the ACM. The NOTAM system is not a complete solution for adequate notification of air carrier users of the airport. Many airports have internal communications systems that extend into air carrier agent offices. These systems vary, but some allow the air carrier, through its local station agents, to receive field condition information from airport management before the NOTAM information is public. There are also times when field situations occur that may be of interest to air carrier users but that are not eligible for NOTAM system coverage.
- Address the need for a letter of agreement at locations where the ATCT disseminates field conditions and/or maintains NOTAM records for airport management.

**SECTION 139.341–Identifying, Marking, and Lighting Construction and Other Unserviceable Areas.** The ACM of Class I, II, and III airports must describe procedures for identifying, marking, and lighting construction and other unserviceable areas of the airport. Several of the ACs listed in Appendix 4 have particular applicability to this Section. AC 150/5370-2, Operational Safety on Airports During Construction, will help airport operators plan safe operations during construction and maintenance projects. AC 150/5200-28, Notices to Airmen (NOTAM) for Airport Operators, explains how to use the NOTAM system for airport condition reporting.

Periods of construction and maintenance on an airport present special problems for keeping aircraft and construction machinery and personnel safely apart. Normal routes for aircraft taxiing and maneuvering are often disrupted or modified, and standard signing and marking can become temporarily ineffective or even misleading. To address these conditions, the airport operator should—

- Provide instructions in the ACM that marking and lighting requirements can be included in construction plans (and costs) at the outset.
- Keep the air carrier users of the airport up to date with NOTAMs and other appropriate means of communication.
- Build responsibilities and functions into the ACM so that all parties know what is expected of them.

Planning for construction projects should always address how to avoid damage to utilities. The importance of the utilities that serve NAVAIDs and other air carrier facilities calls for special attention to their protection. The airport operator should designate in the ACM a position responsible for assuring compatibility of the construction plans with protection of these critical utilities. The position charged with this responsibility should have enough authority to require revision of the plans or suspension of the work activity if necessary.

**SECTION 139.343–Non-Complying Conditions.** If any element of Part 139 is not met to the extent that an uncorrected unsafe condition exists on the airport, the airport operator must halt air carrier activity on the unsafe area. The ACM should make this very clear to airport personnel. The ACM must provide personnel with the procedures to be used if an unsafe condition is found and describe what actions must be taken.

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## APPENDIX 1. ACM ELEMENTS – SECTION 139.203(B)

### REQUIRED AIRPORT CERTIFICATION MANUAL ELEMENTS

Manual elements	Airport certificate class			
	Class I	Class II	Class III	Class IV
1. Lines of succession of airport operational responsibility	X	X	X	X
2. Each current exemption issued to the airport from the requirements of this part	X	X	X	X
3. Any limitations imposed by the Administrator	X	X	X	X
4. A grid map or other means of identifying locations and terrain features on and around the airport that are significant to emergency operations	X	X	X	X
5. The location of each obstruction required to be lighted or marked within the airport's area of authority	X	X	X	X
6. A description of each movement area available for air carriers and its safety areas and each road described in § 139.319(k) that serves it	X	X	X	X
7. Procedures for avoidance of interruption or failure during construction work of utilities serving facilities or NAVAIDs that support air carrier operations	X	X	X	
8. A description of the system for maintaining records, as required under § 139.301	X	X	X	X
9. A description of personnel training, as required under § 139.303	X	X	X	X
10. Procedures for maintaining the paved areas, as required under § 139.305	X	X	X	X
11. Procedures for maintaining the unpaved areas, as required under § 139.307	X	X	X	X
12. Procedures for maintaining the safety areas, as required under §139.309	X	X	X	X
13. A plan showing the runway and taxiway identification system, including the location and inscription of signs, runway markings, and holding position markings, as required under §139.311	X	X	X	X
14. A description of, and procedures for maintaining, the marking, signs, and lighting systems, as required under § 139.311	X	X	X	X
15. A snow and ice control plan, as required under § 139.313	X	X	X	
16. A description of the facilities, equipment, personnel, and procedures for meeting the aircraft rescue and fire fighting requirements, in accordance with §§ 139.317 and 139.319	X	X	X	X
17. A description of any approved exemption to aircraft rescue and fire fighting requirements, as authorized under § 139.111	X	X	X	X

Manual elements	Airport certificate class			
	Class I	Class II	Class III	Class IV
18. Procedures for protecting persons and property during the storing, dispensing, and handling of fuel and other hazardous substances and materials, as required under § 139.321	X	X	X	X
19. A description of, and procedures for maintaining, the traffic and wind direction indicators, as required under § 139.323	X	X	X	X
20. An emergency plan, as required under § 139.325	X	X	X	X
21. Procedures for conducting the self-inspection program, as required under § 139.327	X	X	X	X
22. Procedures for controlling access to movement areas and safety areas, as required under § 139.329	X	X	X	
23. Procedures for obstruction removal, marking, or lighting, as required under § 139.331	X	X	X	X
24. Procedures for protection of NAVAIDS, as required under § 139.333	X	X	X	
25. A description of public protection, as required under § 139.335	X	X	X	
26. Procedures for wildlife hazard management, as required under § 139.337	X	X	X	
27. Procedures for airport condition reporting, as required under § 139.339	X	X	X	X
28. Procedures for identifying, marking, and lighting construction and other unserviceable areas, as required under § 139.341	X	X	X	
29. Any other item that the Administrator finds is necessary to ensure safety in air transportation	X	X	X	X

## Appendix 2. ACM Checklist – Class I, II, III Airports



# Airport Certification Manual (ACM)

## Class I, II, III

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Airport \_\_\_\_\_

Satisfactory

Date: \_\_/\_\_/\_\_ By \_\_\_\_\_

Unsatisfactory

Checklist Items by Section	Status	Remarks
<b>General Requirements</b>		
Submitted in duplicate (or electronically)	<input type="checkbox"/>	
Printed	<input type="checkbox"/>	
Contains only items required under Part 139	<input type="checkbox"/>	
Easy to revise and organize	<input type="checkbox"/>	
Introduction section and sections 301–343	<input type="checkbox"/>	
<b>Introduction Section</b>		
Title or signature page signed by airport operator	<input type="checkbox"/>	
Page Revision Log included and completed	<input type="checkbox"/>	
Date of FAA approval or latest revision on every page	<input type="checkbox"/>	
Class of airport	<input type="checkbox"/>	
ACM distribution list	<input type="checkbox"/>	
Table of contents	<input type="checkbox"/>	
Procedures for revision/amendment	<input type="checkbox"/>	
Person/title responsible for ACM maintenance	<input type="checkbox"/>	
ACM kept current at all times	<input type="checkbox"/>	
Location of official ACM copy at airport	<input type="checkbox"/>	
ACM furnished to appropriate airport personnel	<input type="checkbox"/>	
Official ACM copy available for inspection	<input type="checkbox"/>	
FAA provided with current copy of ACM	<input type="checkbox"/>	
Description of runway and taxiway identification system	<input type="checkbox"/>	
Compliance with approved ACM	<input type="checkbox"/>	
FAA inspection authority	<input type="checkbox"/>	
Limitations, if applicable	<input type="checkbox"/>	
Exemptions, if applicable	<input type="checkbox"/>	
Index of exemptions, if applicable	<input type="checkbox"/>	
Procedures for reporting deviations from Part 139	<input type="checkbox"/>	
<b>Section 301 – Records</b>		
Furnished to ACSI upon request	<input type="checkbox"/>	
Description of personnel recordkeeping system	<input type="checkbox"/>	
Personnel training records retained for 24 consecutive months	<input type="checkbox"/>	
Emergency personnel training records retained for 24 consecutive months	<input type="checkbox"/>	
Tenant fueling inspection records retained for 12 consecutive months	<input type="checkbox"/>	
Self-inspection records retained for 12 consecutive months	<input type="checkbox"/>	
Movement and safety area training records retained for 24 consecutive months	<input type="checkbox"/>	
Accident and incident records retained for 12 consecutive months	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
<b>Section 301 – Records (Continued)</b>		
Airport condition records retained for 12 consecutive months	<input type="checkbox"/>	
Additional records required by the Administrator	<input type="checkbox"/>	
<b>Section 303 – Personnel</b>		
List of key personnel	<input type="checkbox"/>	
Description of functions of key personnel	<input type="checkbox"/>	
Lines of succession of responsibility	<input type="checkbox"/>	
Sufficient qualified personnel	<input type="checkbox"/>	
Sufficient resources and equipment	<input type="checkbox"/>	
Initial and recurrent training in the following areas:	<input type="checkbox"/>	
Airport familiarization	<input type="checkbox"/>	
Access to and operation in movement and safety areas	<input type="checkbox"/>	
Airport communications	<input type="checkbox"/>	
Duties required under the ACM	<input type="checkbox"/>	
Any additional subjects required by the Administrator	<input type="checkbox"/>	
Procedures for additional training, as required	<input type="checkbox"/>	
Provision for an independent organization for compliance, if applicable:	<input type="checkbox"/>	
Authorized by the Administrator	<input type="checkbox"/>	
Description of responsibilities	<input type="checkbox"/>	
Adequate recordkeeping requirement	<input type="checkbox"/>	
<b>Section 305 – Paved Areas</b>		
Description of each Air Carrier movement area	<input type="checkbox"/>	
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility for maintenance	<input type="checkbox"/>	
Excluded areas, if any	<input type="checkbox"/>	
<b>Section 307 – Unpaved Areas</b>		
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility for maintenance	<input type="checkbox"/>	
Excluded areas, if any	<input type="checkbox"/>	
<b>Section 309 – Safety Areas</b>		
Dimensions of Safety Area and dates established	<input type="checkbox"/>	
Map or diagram of safety areas	<input type="checkbox"/>	
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility and procedures for maintenance	<input type="checkbox"/>	
Service roads	<input type="checkbox"/>	
EMAS inspection/maint. procedures, if applicable	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
<b>Section 311 – Marking, Signs, and Lighting</b>		
Inspection of marking and lighting	<input type="checkbox"/>	
Procedures for maintenance of marking, signs, and lighting	<input type="checkbox"/>	
Location of Airport Beacon	<input type="checkbox"/>	
Description of approach lighting for each runway	<input type="checkbox"/>	
Description of each Air Carrier runway lighting and marking as authorized for approach minimum	<input type="checkbox"/>	
Other airport lighting shielded	<input type="checkbox"/>	
Sign and Marking Plan:	<input type="checkbox"/>	
In color	<input type="checkbox"/>	
Location and inscription of signs	<input type="checkbox"/>	
Runway and taxiway markings	<input type="checkbox"/>	
Holding position marking	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 313 – Snow and Ice Control Plan</b>		
Equipment for snow and ice control	<input type="checkbox"/>	
Vehicle communications	<input type="checkbox"/>	
Implementation responsibility/criteria	<input type="checkbox"/>	
Notification of personnel	<input type="checkbox"/>	
Priority areas	<input type="checkbox"/>	
Procedures for prompt snow/ice removal	<input type="checkbox"/>	
Positioning snow off movement areas	<input type="checkbox"/>	
Approved materials used and application	<input type="checkbox"/>	
Criteria for closing movement areas for Air Carrier use	<input type="checkbox"/>	
Air Carrier notification of unsatisfactory conditions	<input type="checkbox"/>	
Methodology and equipment to determine braking action	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	
<b>Section 315 – Aircraft Rescue and Fire Fighting: Index Determination</b>		
Description of ARFF Index	<input type="checkbox"/>	
Criteria for Index determination	<input type="checkbox"/>	
<b>Section 317 – Aircraft Rescue and Fire Fighting: Equipment and Agents</b>		
Description of vehicle(s) year(s)/turret capabilities	<input type="checkbox"/>	
Type and amount of agents for required vehicles	<input type="checkbox"/>	
Number and type of portable extinguishers	<input type="checkbox"/>	
Exemption, if applicable	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements</b>		
Description of ARFF operations/organization	<input type="checkbox"/>	
Vehicle communications	<input type="checkbox"/>	
Vehicle marking and lighting	<input type="checkbox"/>	
Vehicle readiness	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
<b>Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)</b>		
Response capability during Air Carrier operations:	<input type="checkbox"/>	
Procedures and responsibility for increase/reduction of Index addressed	<input type="checkbox"/>	
Vehicle maintenance and cover	<input type="checkbox"/>	
Procedures for inoperable vehicles	<input type="checkbox"/>	
Description of protective clothing	<input type="checkbox"/>	
List of personnel used for ARFF duties	<input type="checkbox"/>	
List of personnel used for emergency medical services, if not provided by ARFF	<input type="checkbox"/>	
Description of training curriculum:	<input type="checkbox"/>	
Airport familiarization	<input type="checkbox"/>	
Aircraft familiarization	<input type="checkbox"/>	
Rescue and fire fighting personnel safety	<input type="checkbox"/>	
Emergency communications, including fire alarms	<input type="checkbox"/>	
Use of fire hoses, nozzles, turrets, and other appliances	<input type="checkbox"/>	
Application of extinguishing agents	<input type="checkbox"/>	
Emergency aircraft evacuation assistance	<input type="checkbox"/>	
Fire fighting operations	<input type="checkbox"/>	
Adapting and using structural rescue and fire fighting for ARFF	<input type="checkbox"/>	
Aircraft cargo hazards	<input type="checkbox"/>	
Familiarization with firefighter's duties under the Airport Emergency Plan	<input type="checkbox"/>	
Live-fire drill every 12 consecutive calendar months	<input type="checkbox"/>	
Basic emergency medical training	<input type="checkbox"/>	
Description of alerting system/testing	<input type="checkbox"/>	
Hazardous materials requirement	<input type="checkbox"/>	
Explanation of ATCT role in ARFF operations	<input type="checkbox"/>	
Emergency Access Roads	<input type="checkbox"/>	
Exemption, if applicable	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 321 – Handling and Storing of Hazardous Substances and Materials</b>		
Cargo handling/HAZMAT procedures, if applicable	<input type="checkbox"/>	
Fire safety fuel standards	<input type="checkbox"/>	
Procedures for 3-month inspections	<input type="checkbox"/>	
Noncompliance notification procedures	<input type="checkbox"/>	
Required training is addressed	<input type="checkbox"/>	
Checklists for:	<input type="checkbox"/>	
Storage facilities	<input type="checkbox"/>	
Fuel service vehicles	<input type="checkbox"/>	
AC/other standards references included	<input type="checkbox"/>	





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Checklist Items by Section	Status	Remarks
<b>Section 323 – Traffic and Wind Direction Indicators</b>		
Description and location of wind indicators	<input type="checkbox"/>	
Lighted for nighttime air carrier operations	<input type="checkbox"/>	
Location of segmented circle, if applicable	<input type="checkbox"/>	
Procedures for inspection and maintenance	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 325 – Airport Emergency Plan (AEP)</b>		
Provide for an emergency response to the largest air carrier Index group	<input type="checkbox"/>	
Description of all facilities, agencies, and personnel involved in AEP:	<input type="checkbox"/>	
Description of development	<input type="checkbox"/>	
Description of responsibilities	<input type="checkbox"/>	
Description of AEP duties of airport personnel	<input type="checkbox"/>	
Description of communications network	<input type="checkbox"/>	
Designation of aircraft emergency response	<input type="checkbox"/>	
Implementation procedures/responsibilities	<input type="checkbox"/>	
Procedures for the prompt response to:		
Aircraft incidents and accidents	<input type="checkbox"/>	
Bomb incidents/designated parking	<input type="checkbox"/>	
Structural fires	<input type="checkbox"/>	
Fires at fuel farms or fuel storage areas	<input type="checkbox"/>	
Natural disasters	<input type="checkbox"/>	
Hazardous materials/dangerous goods	<input type="checkbox"/>	
Sabotage/hijack/unlawful interference	<input type="checkbox"/>	
Movement area lighting power failure	<input type="checkbox"/>	
Water rescue situations, as appropriate	<input type="checkbox"/>	
Description of:		
Medical assistance/transport provisions	<input type="checkbox"/>	
Hospital/rescue squad/medical personnel data	<input type="checkbox"/>	
Medical transportation inventory	<input type="checkbox"/>	
Uninjured/injured/deceased building(s) on airport	<input type="checkbox"/>	
Procedures/agencies for crowd control	<input type="checkbox"/>	
Disabled aircraft removal capabilities	<input type="checkbox"/>	
Disabled aircraft removal/NTSB guidelines	<input type="checkbox"/>	
Injured/uninjured marshalling/transport	<input type="checkbox"/>	
Description of emergency alarm systems	<input type="checkbox"/>	
ATCT functions in emergencies	<input type="checkbox"/>	
Agencies/persons notification procedures	<input type="checkbox"/>	
Procedures for an annual review of AEP with all agencies	<input type="checkbox"/>	
Procedures for triennial exercise of AEP	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
<b>Section 325 – Airport Emergency Plan (AEP) (Continued)</b>		
TSA coordination with (b)(2) and (b)(7)	<input type="checkbox"/>	
Grid map:	<input type="checkbox"/>	
Airport/area grid map or means of identifying location and terrain	<input type="checkbox"/>	
Locations significant to emergency operations shown	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	
<b>Section 327 – Self-Inspection Program</b>		
Daily inspection procedures	<input type="checkbox"/>	
Procedures for inspections due to unusual conditions	<input type="checkbox"/>	
Procedures for inspections after an accident or incident	<input type="checkbox"/>	
Equipment identified	<input type="checkbox"/>	
Dissemination of information procedures	<input type="checkbox"/>	
List of qualified inspection personnel	<input type="checkbox"/>	
Required training	<input type="checkbox"/>	
Reporting system for corrective action	<input type="checkbox"/>	
Copy of Inspection Checklist	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	
<b>Section 329 – Pedestrians and Ground Vehicles</b>		
Procedures to limit access to movement and safety areas	<input type="checkbox"/>	
Operating procedures in movement/safety areas	<input type="checkbox"/>	
Consequences of noncompliance	<input type="checkbox"/>	
Vehicle communications	<input type="checkbox"/>	
Method used to control vehicles/pedestrians:	<input type="checkbox"/>	
ATCT procedures	<input type="checkbox"/>	
Procedures when ATCT not operating	<input type="checkbox"/>	
Procedures for control when two-way radio contact is not practical	<input type="checkbox"/>	
Description of employee, tenant, and contractor training	<input type="checkbox"/>	
Description of training, records, and accident/incident recordkeeping system	<input type="checkbox"/>	
Accident records available on FAA request	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 331 – Obstructions</b>		
Site of each marked/lighted obstruction	<input type="checkbox"/>	
Objects over which airport has authority that FAA has designated as an obstruction	<input type="checkbox"/>	
Procedures for maintenance of obstruction marking/lighting	<input type="checkbox"/>	
Procedures for coordinating FAA airspace functions	<input type="checkbox"/>	



# Airport Certification Manual (ACM)

## Class I, II, III

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**Date:** \_\_ / \_\_ / \_\_ By \_\_\_\_\_

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Checklist Items by Section	Status	Remarks
<b>Section 331 – Obstructions (Continued)</b>		
Description of methods used to mark, light, or remove obstructions	<input type="checkbox"/>	
Procedures for inspection/notification of outages	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 333 – Protection of NAVAIDs</b>		
Description of construction coordination and responsibility	<input type="checkbox"/>	
Description of methods used to protect NAVAIDs	<input type="checkbox"/>	
Description of methods used to prevent interruption of NAVAID signals	<input type="checkbox"/>	
Degradation of NAVAIDS identified	<input type="checkbox"/>	
Notification procedures in case of possible interference	<input type="checkbox"/>	
<b>Section 335 – Public Protection</b>		
Description of safeguards to prevent inadvertent entry:	<input type="checkbox"/>	
Maintenance of safeguards	<input type="checkbox"/>	
Inspection of safeguards	<input type="checkbox"/>	
Description/location of any blast fencing	<input type="checkbox"/>	
<b>Section 337 – Wildlife Hazard Management</b>		
Procedures to immediately alleviate hazards	<input type="checkbox"/>	
Procedures to notify FAA of wildlife event	<input type="checkbox"/>	
Provision for Wildlife Hazard Assessment, if triggered by the following events:	<input type="checkbox"/>	
Air carrier experiences multiple wildlife strikes	<input type="checkbox"/>	
Air carrier experiences substantial damage	<input type="checkbox"/>	
Air carrier experiences engine ingestion	<input type="checkbox"/>	
Wildlife of a size, or in numbers, capable of causing an event	<input type="checkbox"/>	
Professional qualifications of biologist	<input type="checkbox"/>	
Actions recommended in Wildlife Hazard Assessment, if applicable:	<input type="checkbox"/>	
Analysis of events	<input type="checkbox"/>	
Identification of wildlife	<input type="checkbox"/>	
Location of features	<input type="checkbox"/>	
Description of wildlife hazards to air carrier operations	<input type="checkbox"/>	
Recommended action(s)	<input type="checkbox"/>	
Submitted to the Administrator for determination	<input type="checkbox"/>	
Wildlife Hazard Management Plan, if applicable:	<input type="checkbox"/>	
Provisions to eliminate wildlife hazards	<input type="checkbox"/>	
Approved by the Administrator	<input type="checkbox"/>	
Included in ACM	<input type="checkbox"/>	



# Airport Certification Manual (ACM)

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Checklist Items by Section	Status	Remarks
<b>Section 337 – Wildlife Hazard Management (Continued)</b>		
List of individuals having authority and responsibility for implementing the plan	<input type="checkbox"/>	
List prioritizing actions contained in the plan with target dates:	<input type="checkbox"/>	
Wildlife population management	<input type="checkbox"/>	
Habitat modification	<input type="checkbox"/>	
Land use changes	<input type="checkbox"/>	
Requirements for wildlife control permits	<input type="checkbox"/>	
Identification of resources	<input type="checkbox"/>	
Procedures to be followed during air carrier operations:	<input type="checkbox"/>	
Designation of personnel	<input type="checkbox"/>	
Provisions to conduct physical inspections	<input type="checkbox"/>	
Wildlife hazard control measures	<input type="checkbox"/>	
Ways to communicate	<input type="checkbox"/>	
Procedures for review every 12 months or following an event to include:	<input type="checkbox"/>	
Plan effectiveness	<input type="checkbox"/>	
Aspects of wildlife hazards that should be reevaluated	<input type="checkbox"/>	
Provision for a wildlife hazard training program conducted by a qualified wildlife damage management biologist	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 339 – Airport Condition Reporting</b>		
Procedures for the collection and dissemination of airport condition information to Air Carriers	<input type="checkbox"/>	
Use of NOTAM system and other systems acceptable to the Administrator	<input type="checkbox"/>	
Procedures used to monitor airport conditions	<input type="checkbox"/>	
Conditions requiring NOTAMs to be issued:	<input type="checkbox"/>	
Construction or maintenance	<input type="checkbox"/>	
Surface irregularities	<input type="checkbox"/>	
Snow, ice, or water	<input type="checkbox"/>	
Snow piled or drifted	<input type="checkbox"/>	
Objects	<input type="checkbox"/>	
Malfunction of any lighting system	<input type="checkbox"/>	
Unresolved wildlife hazards	<input type="checkbox"/>	
Non-availability of ARFF capabilities	<input type="checkbox"/>	
Conditions that would adversely affect Air Carrier operations	<input type="checkbox"/>	
Personnel responsible for issuing NOTAMs	<input type="checkbox"/>	
NOTAM form	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
<b>Section 341 – Identifying, Marking, and Lighting Construction and Other Unserviceable Areas</b>		
Responsibility for coordinating construction	<input type="checkbox"/>	
Construction marking/lighting procedures	<input type="checkbox"/>	
Construction equipment marking/operations	<input type="checkbox"/>	
Unserviceable area marking procedures	<input type="checkbox"/>	
Utility damage prevention procedures	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 343 - Non-Complying Conditions</b>		
Responsibility for unsafe airport area closure	<input type="checkbox"/>	
Procedures to limit Air Carrier operations in unsafe areas	<input type="checkbox"/>	

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## APPENDIX 3. ACM Checklist – Class IV Airports

	<h1 style="margin: 0;">Airport Certification Manual (ACM)</h1> <h2 style="margin: 0;">Class IV</h2>	<input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
Airport _____	<input checked="" type="checkbox"/> Satisfactory	
Date: __ / __ / __ By _____	<input checked="" type="checkbox"/> Unsatisfactory	
Checklist Items by Section	Status	Remarks
<b>General Requirements</b>		
Submitted in duplicate (or electronically)	<input type="checkbox"/>	
Printed	<input type="checkbox"/>	
Contains only items required under Part 139	<input type="checkbox"/>	
Easy to revise and organize	<input type="checkbox"/>	
Introduction section and sections 301–343	<input type="checkbox"/>	
<b>Introduction Section</b>		
Title or signature page signed by airport operator	<input type="checkbox"/>	
Page Revision Log included and completed	<input type="checkbox"/>	
Date of FAA approval or latest revision on every page	<input type="checkbox"/>	
Class of airport	<input type="checkbox"/>	
ACM distribution list	<input type="checkbox"/>	
Table of contents	<input type="checkbox"/>	
Procedures for revision/amendment	<input type="checkbox"/>	
Person/title responsible for ACM maintenance	<input type="checkbox"/>	
ACM kept current at all times	<input type="checkbox"/>	
Location of official ACM copy at airport	<input type="checkbox"/>	
ACM furnished to appropriate airport personnel	<input type="checkbox"/>	
Official ACM copy available for inspection	<input type="checkbox"/>	
FAA provided with current copy of ACM	<input type="checkbox"/>	
Description of runway and taxiway identification system	<input type="checkbox"/>	
Compliance with approved ACM	<input type="checkbox"/>	
FAA inspection authority	<input type="checkbox"/>	
Limitations, if applicable	<input type="checkbox"/>	
Exemptions, if applicable	<input type="checkbox"/>	
Index of exemptions, if applicable	<input type="checkbox"/>	
Procedures for reporting deviations from Part 139	<input type="checkbox"/>	
<b>Section 301 – Records</b>		
Furnished to ACSI upon request	<input type="checkbox"/>	
Description of personnel recordkeeping system	<input type="checkbox"/>	
Personnel training records retained for 24 consecutive months	<input type="checkbox"/>	
Emergency personnel training records retained for 24 consecutive months	<input type="checkbox"/>	
Tenant fueling inspection records retained for 12 consecutive months	<input type="checkbox"/>	
Self-inspection records retained for 12 consecutive months	<input type="checkbox"/>	
Movement and safety area training records retained for 24 consecutive months	<input type="checkbox"/>	
Accident and incident records retained for 12 consecutive months	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
<b>Section 301 – Records (Continued)</b>		
Airport condition records retained for 12 consecutive months	<input type="checkbox"/>	
Additional records required by the Administrator	<input type="checkbox"/>	
<b>Section 303 – Personnel</b>		
List of key personnel	<input type="checkbox"/>	
Description of functions of key personnel	<input type="checkbox"/>	
Lines of succession of responsibility	<input type="checkbox"/>	
Sufficient qualified personnel	<input type="checkbox"/>	
Sufficient resources and equipment	<input type="checkbox"/>	
Initial and recurrent training in the following areas:	<input type="checkbox"/>	
Airport familiarization	<input type="checkbox"/>	
Access to and operation in movement and safety areas	<input type="checkbox"/>	
Airport communications	<input type="checkbox"/>	
Duties required under the ACM	<input type="checkbox"/>	
Any additional subjects required by the Administrator	<input type="checkbox"/>	
Procedures for additional training, as required	<input type="checkbox"/>	
Provision for an independent organization for compliance, if applicable:	<input type="checkbox"/>	
Authorized by the Administrator	<input type="checkbox"/>	
Description of responsibilities	<input type="checkbox"/>	
Adequate recordkeeping requirement	<input type="checkbox"/>	
<b>Section 305 – Paved Areas</b>		
Description of each Air Carrier movement area	<input type="checkbox"/>	
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility for maintenance	<input type="checkbox"/>	
Excluded areas, if any	<input type="checkbox"/>	
<b>Section 307 – Unpaved Areas</b>		
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility for maintenance	<input type="checkbox"/>	
Excluded areas, if any	<input type="checkbox"/>	
<b>Section 309 – Safety Areas</b>		
Dimensions of Safety Area and dates established	<input type="checkbox"/>	
Map or diagram of safety area	<input type="checkbox"/>	
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility and procedures for maintenance	<input type="checkbox"/>	
Service roads	<input type="checkbox"/>	





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Checklist Items by Section	Status	Remarks
<b>Section 311 – Marking, Signs, and Lighting</b>		
EMAS inspection/maintenance procedures, if applicable	<input type="checkbox"/>	
Inspection of marking and lighting	<input type="checkbox"/>	
Procedures for maintenance of marking, signs, and lighting	<input type="checkbox"/>	
Location of Airport Beacon	<input type="checkbox"/>	
Description of approach lighting for each runway	<input type="checkbox"/>	
Description of each Air Carrier runway lighting and marking as authorized for approach minimum	<input type="checkbox"/>	
Other airport lighting shielded	<input type="checkbox"/>	
Sign and Marking Plan:	<input type="checkbox"/>	
In color	<input type="checkbox"/>	
Location and inscription of signs	<input type="checkbox"/>	
Runway and taxiway markings	<input type="checkbox"/>	
Holding position marking	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 315 – Aircraft Rescue and Fire Fighting: Index Determination</b>		
Description of ARFF Index	<input type="checkbox"/>	
Criteria for Index determination	<input type="checkbox"/>	
<b>Section 317 – Aircraft Rescue and Fire Fighting: Equipment and Agents</b>		
Description of vehicle(s) year(s)/turret capabilities	<input type="checkbox"/>	
Type and amount of agents for required vehicles	<input type="checkbox"/>	
Number and type of portable extinguishers	<input type="checkbox"/>	
Exemption, if applicable	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements</b>		
Description of ARFF operations/organization	<input type="checkbox"/>	
Vehicle communications	<input type="checkbox"/>	
Vehicle marking and lighting	<input type="checkbox"/>	
Vehicle readiness	<input type="checkbox"/>	
Response capability during Air Carrier operations:	<input type="checkbox"/>	
Procedures and responsibility for increase/reduction of Index addressed	<input type="checkbox"/>	
Vehicle maintenance and cover	<input type="checkbox"/>	
Procedures for inoperable vehicles	<input type="checkbox"/>	
Description of protective clothing	<input type="checkbox"/>	
List of personnel used for ARFF duties	<input type="checkbox"/>	
List of personnel used for emergency medical services, if not provided by ARFF	<input type="checkbox"/>	
Description of training curriculum:	<input type="checkbox"/>	
Airport familiarization	<input type="checkbox"/>	
Aircraft familiarization	<input type="checkbox"/>	
Rescue and fire fighting personnel safety	<input type="checkbox"/>	



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Unsatisfactory

Checklist Items by Section	Status	Remarks
<b>Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)</b>		
Emergency communications, including fire alarms	<input type="checkbox"/>	
Use of fire hoses, nozzles, turrets, and other appliances	<input type="checkbox"/>	
Application of extinguishing agents	<input type="checkbox"/>	
Emergency aircraft evacuation assistance	<input type="checkbox"/>	
Fire fighting operations	<input type="checkbox"/>	
Adapting and using structural rescue and fire fighting for ARFF	<input type="checkbox"/>	
Aircraft cargo hazards	<input type="checkbox"/>	
Familiarization with firefighter's duties under the Airport Emergency Plan	<input type="checkbox"/>	
Live-fire drill every 12 consecutive calendar months	<input type="checkbox"/>	
Basic emergency medical training	<input type="checkbox"/>	
Description of alerting system/testing	<input type="checkbox"/>	
Hazardous materials requirement	<input type="checkbox"/>	
Explanation of ATCT role in ARFF operations	<input type="checkbox"/>	
Emergency Access Roads	<input type="checkbox"/>	
Exemption, if applicable	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 321 – Handling and Storing of Hazardous Substances and Materials</b>		
Cargo handling/HAZMAT procedures, if applicable	<input type="checkbox"/>	
Fire safety fuel standards	<input type="checkbox"/>	
Procedures for 3-month inspections	<input type="checkbox"/>	
Noncompliance notification procedures	<input type="checkbox"/>	
Required training is addressed	<input type="checkbox"/>	
Checklists for:		
Storage facilities	<input type="checkbox"/>	
Fuel service vehicles	<input type="checkbox"/>	
AC/other standards references included	<input type="checkbox"/>	
<b>Section 323 – Traffic and Wind Direction Indicators</b>		
Description and location of wind indicators	<input type="checkbox"/>	
Lighted for nighttime air carrier operations	<input type="checkbox"/>	
Location of segmented circle, if applicable	<input type="checkbox"/>	
Procedures for inspection and maintenance	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 325 – Airport Emergency Plan (AEP)</b>		
Provide for an emergency response to the largest air carrier Index group	<input type="checkbox"/>	
Description of all facilities, agencies, and personnel involved in AEP:		
Description of development	<input type="checkbox"/>	
Description of responsibilities	<input type="checkbox"/>	
Description of AEP duties of airport personnel	<input type="checkbox"/>	
Description of communications network	<input type="checkbox"/>	
<b>Section 325 – Airport Emergency Plan (AEP) (Continued)</b>		



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Checklist Items by Section	Status	Remarks
Designation of aircraft emergency response	<input type="checkbox"/>	
Implementation procedures/responsibilities	<input type="checkbox"/>	
Procedures for the prompt response to:		
Aircraft incidents and accidents	<input type="checkbox"/>	
Bomb incidents/designated parking	<input type="checkbox"/>	
Structural fires	<input type="checkbox"/>	
Fires at fuel farms or fuel storage areas	<input type="checkbox"/>	
Natural disasters	<input type="checkbox"/>	
Hazardous materials/dangerous goods	<input type="checkbox"/>	
Sabotage/hijack/unlawful interference	<input type="checkbox"/>	
Movement area lighting power failure	<input type="checkbox"/>	
Water rescue situations, as appropriate	<input type="checkbox"/>	
Description of:		
Medical assistance/transport provisions	<input type="checkbox"/>	
Hospital/rescue squad/medical personnel data	<input type="checkbox"/>	
Medical transportation inventory	<input type="checkbox"/>	
Uninjured/injured/deceased building(s) on airport	<input type="checkbox"/>	
Procedures/agencies for crowd control	<input type="checkbox"/>	
Disabled aircraft removal capabilities	<input type="checkbox"/>	
Disabled aircraft removal/NTSB guidelines	<input type="checkbox"/>	
Injured/uninjured marshalling/transport	<input type="checkbox"/>	
Description of emergency alarm systems	<input type="checkbox"/>	
ATCT functions in emergencies	<input type="checkbox"/>	
Agencies/persons notification procedures	<input type="checkbox"/>	
Procedures for an annual review of AEP with all agencies	<input type="checkbox"/>	
Procedures for triennial exercise of AEP	<input type="checkbox"/>	
TSA coordination with (b)(2) and (b)(7)	<input type="checkbox"/>	
Grid map:	<input type="checkbox"/>	
Airport/area grid map or means of identifying location and terrain	<input type="checkbox"/>	
Locations significant to emergency operations shown	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	
<b>Section 327 – Self-Inspection Program</b>		
Daily inspection procedures	<input type="checkbox"/>	
Procedures for inspections due to unusual conditions	<input type="checkbox"/>	
Procedures for inspections after an accident or incident	<input type="checkbox"/>	
Equipment identified	<input type="checkbox"/>	
Dissemination of information procedures	<input type="checkbox"/>	
List of qualified inspection personnel	<input type="checkbox"/>	
Required training	<input type="checkbox"/>	
Reporting system for corrective action	<input type="checkbox"/>	
Copy of Inspection Checklist	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
<b>Section 331 – Obstructions</b>		
Site of each marked/lighted obstruction	<input type="checkbox"/>	
Objects over which airport has authority that FAA has designated as an obstruction	<input type="checkbox"/>	
Procedures for maintenance of obstruction marking/lighting	<input type="checkbox"/>	
Procedures for coordinating FAA airspace functions	<input type="checkbox"/>	
Description of methods used to mark, light, or remove obstructions	<input type="checkbox"/>	
Procedures for inspection/notification of outages	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Snow, ice, or water	<input type="checkbox"/>	
Snow piled or drifted	<input type="checkbox"/>	
Objects	<input type="checkbox"/>	
Malfunction of any lighting system	<input type="checkbox"/>	
Unresolved wildlife hazards	<input type="checkbox"/>	
Non-availability of ARFF capabilities	<input type="checkbox"/>	
Conditions that would adversely affect Air Carrier operations	<input type="checkbox"/>	
Personnel responsible for issuing NOTAMs	<input type="checkbox"/>	
NOTAM form	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
<b>Section 343 - Non-Complying Conditions</b>		
Responsibility for unsafe airport area closure	<input type="checkbox"/>	
Procedures to limit Air Carrier operations in unsafe areas	<input type="checkbox"/>	

## APPENDIX 4. RELATED ADVISORY CIRCULARS

The FAA periodically publishes new ACs and updates existing ones. To obtain a current listing of FAA ACs, please consult the most recent version of AC 00-2, Advisory Circular Checklist. This document also explains how to obtain circulars and whether they are free or for sale. The Checklist is available on the FAA's website at

<http://www.faa.gov/ABA/>. It can also be requested by writing to the U.S. Department of Transportation, Subsequent Distribution Office, SVC-121.23, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785.

Most of the ACs listed below are available at <http://www.faa.gov/ARP/>.

### Paved Areas

150/5320-6	Airport Pavement Design and Evaluation
150/5380-5	Debris Hazards at Civil Airports

### Safety Areas

150/5220-22	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5300-13	Airport Design
150/5320-5	Airport Drainage

### Marking Signs, and Lighting

150/5340-1	Standards for Airport Markings
150/5340-4	Installation Details for Runway Centerline Touchdown Zone Lighting Systems
150/5340-5	Segmented Circle Airport Marker System
150/5340-14	Economy Approach Lighting Aids
150/5340-17	Standby Power for Non-FAA Airport Lighting Systems
150/5340-18	Standards for Airport Sign Systems
150/5340-21	Airport Miscellaneous Lighting Visual Aids
150/5340-24	Runway and Taxiway Edge Lighting System
150/5340-26	Maintenance of Airport Visual Aid Facilities
150/5340-28	Low Visibility Taxiway Lighting Systems
150/5340-29	Installation Details for Land and Hold Short Lighting Systems
150/5345-12	Specification for Airport and Heliport Beacon
150/5345-28	Precision Approach Path Indicator (PAPI) Systems
150/5345-43	Specification for Obstruction Lighting Equipment
150/5345-44	Specification for Taxiway and Runway Signs

### Snow and Ice Control

150/5200-28	Notices to Airmen (NOTAMs) for Airport Operators
150/5200-30	Airport Winter Safety and Operations

150/5220-20 Airport Snow and Ice Control Equipment

### **Aircraft Rescue and Fire Fighting (ARFF)**

150/5200-12 Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident

150/5210-6 Aircraft Fire and Rescue Facilities and Extinguishing Agents

150/5210-7 Aircraft Rescue and Firefighting Communications

150/5210-13 Water Rescue Plans, Facilities, and Equipment

150/5210-14 Airport Fire and Rescue Personnel Protective Clothing

150/5210-15 Aircraft Rescue and Firefighting Station Building Design

150/5210-17 Programs for Training of Aircraft Rescue and Firefighting Personnel

150/5220-4 Water Supply Systems for Aircraft Fire and Rescue Protection

150/5220-10 Guide Specification for Water/Foam Aircraft Rescue and Firefighting Vehicles

150/5220-17 Design Standards for an Aircraft Rescue and Firefighting Training Facility

### **Hazardous Materials**

20-43 Aircraft Fuel Control

150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports

### **Traffic and Wind Direction Indicators**

150/5340-5 Segmented Circle Airport Marker System

150/5340-21 Airport Miscellaneous Lighting Visual Aids

150/5340-23 Supplemental Wind Cones

150/5345-27 Specification for Wind Cone Assemblies

### **Airport Emergencies**

150/5200-31 Airport Emergency Plan

150/5210-2 Airport Emergency Medical Facilities and Services

150/5210-13 Water Rescue Plans, Facilities, and Equipment

150/5340-17 Standby Power for Non-FAA Airport Lighting Systems

### **Self-Inspection Program**

150/5200-18 Airport Safety Self-Inspection

150/5210-18 Systems for Interactive Training of Airport Personnel

### **Ground Vehicles**

90-67 Light Signals from the Control Tower for Ground Vehicles, Equipment, and Personnel

150/5210-5	Painting, Marking and Lighting of Vehicles Used on an Airport
150/5210-20	Ground Vehicle Operations on Airports
150/5370-2	Operational Safety on Airports During Construction

**Obstructions**

70/7460-1	Obstruction Marking and Lighting
150/5340-21	Airport Miscellaneous Lighting Visual Aids
150/5345-43	Specification for Obstruction Lighting Equipment

**Protection of NAVAIDs**

150/5300-13	Airport Design
150/5340-1	Standards for Airport Markings
150/5340-18	Standards for Airport Sign Systems

**Public Protection**

150/5300-13	Airport Design
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**Wildlife Hazard Management**

150/5200-33	Hazardous Wildlife Attractants On or Near Airports
150/5200-34	Construction or Establishment of Landfills near Public Airports

**Airport Condition Reporting**

150/5200-28	Notices to Airmen (NOTAMs) for Airport Operators
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**Identifying, Marking, and Reporting Construction and Unserviceable Areas**

150/5200-28	Notices to Airmen (NOTAMs) for Airport Operators
150/5340-1	Standards for Airport Markings
150/5370-2	Operational Safety on Airports During Construction

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## APPENDIX 5. SAMPLE ACM

A sample ACM is available online at <http://www.faa.gov/arp/certification/part139/>. This sample can be used as a template for all classes of airports. Keep in mind that it is written as a very basic airport certification manual and serves only as a guide. You should note that it follows closely the checklists contained in this AC. You are encouraged to contact your regional Airport Certification Safety Inspector who can provide more information on the manual.