

MARKING AND SIGNAGE PLAN REVIEW GUIDANCE 2010-3

SUBJECT: Standard Procedure for Marking and Signage Plan reviews by Airport District Office (ADO)/Certification Inspectors and disposition of approved plan documents.

PURPOSE: This document establishes a consistent procedure for review and approval of Part 139 airport sign and marking plans.

DISCUSSION:

1. Since the certification inspectors are the ones who inspect the Marking and Signage at the Part 139 airports, it is important for them to review and approve any revisions to the plans prior to installation. They also need a copy of all revised plans for the Airport Certification Manual (ACM).
2. All Part 139 airports should submit revisions to the Marking and Signage plans for Part 139 airports to their ADO project manager for review. The ADO should submit a copy to the Certification Inspector for review and approval at least 30 days prior to advertising. This will allow for a 15-day review period by the Certification Inspector.
3. The ADO must submit plans to the Certification Inspector for review in an electronic format followed by a hard copy. This will allow the plan to be reviewed when inspectors are offsite.
4. The Certification Inspector shall review the Marking and Signage plan and provide comments consistent with the requirements of AC 150/5340-1, Standards for Airport Markings and AC 150/5340-18, Standards for Airport Sign Systems to the ADO. The ADO should then forward these comments, as well as any other ADO comments, to the airport sponsor.
5. The airport sponsor shall send three copies of the final marking and signage plans (11"X17" preferred) that meet the requirements of AC 150/5210-11, Airport Certification Manual (ACM), to the ADO. These plans must be submitted separately from the project plans. The ADO will provide these copies to the certification inspector to approve.
6. The certification inspector will file one copy of the approved plan in the airport's ACM and send one copy to the airport sponsor to file in their ACM. The third copy will be sent to the appropriate ADO for filing.

APPROVAL: W h Watson

DATE: 2/23/10