



**Federal Aviation
Administration**

Local RSAT Guidance

Air Traffic Manager's Guide to Best Practices for Conducting an Effective local Runway Safety Action Team (RSAT) Meeting

Local Runway Safety Action Team Toolkit V1

FAA Office of Runway Safety

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Runway Safety Program

National Policy

Effective Date: 9/16/10

FAAO 7050.1A establishes policy, assigns responsibility, and delegates authority for the FAA's runway safety program. The runway safety program is intended to improve runway safety by decreasing the number and severity of runway incursions and other surface incidents.



Runway Safety Program

7210.1A, Chapter 1, 5. b. **Explanation of Policy Changes.**

The requirement for updating Runway Safety Action Plans (RSAPs) is changed from once every 24 months to once every 12 months. In order to allow a smooth transition for this change, the following transition timeframes are established:



Runway Safety Program

7210.1A, Chapter 1, 5. b. (1) **Explanation of Policy Changes.** (cont.)

If an RSAP was updated at an RSAT meeting held within nine months of the effective date of this order, the RSAP must be updated within nine months of the effective date of this order or 12 months from the last RSAT meeting date, whichever is later.



Runway Safety Program

7210.1A, Chapter 1, 5. b. (2) **Explanation of Policy Changes.** (cont.)

All RSAPs updated at an RSAT meeting held more than nine months prior to the effective date of this order must be updated within six months of the effective date of this order.



What is an RSAT?

7210.1A, Chapter 1, 6. m. **Definitions.**

A Runway Safety Action Team (RSAT) convenes to discuss surface movement issues and concerns at a particular airport and formulate a Runway Safety Action Plan (RSAP) to address those concerns.



Who is part of the RSAT?

7210.1A, Chapter 1, 6. m. **Definitions.** (cont.)

The team ***must*** include personnel from the ATCT and airport operator and ***may*** include personnel from various FAA lines of business (including Runway Safety) and interested users of the airport. All attendees at the RSAT meeting are considered to be part of the RSAT.



Who plans and conducts the RSAT?

7210.1A, Chapter 1, 6. m. **Definitions.** (cont.)

A regional RSAT is led by Runway Safety and a local RSAT is led by the ATCT manager.



Runway Safety Program

7210.1A, Ch. 2, 4. a. **Air Traffic Organization Terminal Services.**

Ensures that every airport with an operational FAA ATCT or FAA Contract Tower has an RSAP that is updated by a local or regional RSAT meeting ***at least*** once every 12 months.



Runway Safety Program

7210.1A, Ch. 2, 4. a. **Air Traffic Organization Terminal Services.** (cont.)

If an RSAP cannot be updated on schedule, informs Runway Safety of the justification for, and the magnitude of, any delay.



An effective Local RSAT is one that:

- ***Increases surface safety awareness throughout the aviation community.***
- ***Identifies and analyzes hazards associated with surface operations.***
- ***Identifies and develops mitigations to help reduce risk.***
- ***Fosters communications and builds relationships within the local airport/aviation community.***
- ***Increases advocacy of runway safety at a local level.***



Planning and scheduling the meeting

7210.1A, Chapter 4, 4. **Local Runway Safety Action Team (RSAT) Meetings.**

The ATCT manager (or designee), in coordination with airport management, will conduct local meetings.

Best Practice: Coordinate with airport management for a date, time, and location of the meeting. This should normally be done in sufficient time to send out invitations at least 45 days in advance of the meeting.



Planning and scheduling the meeting

7210.1A, Chapter 4, 4. a. **Notification.**

The Regional Runway Safety Program Manager (RRSPM) must be notified at least 30 days in advance of upcoming local RSAT meetings.

Best practice: 45 days notice will allow additional time to permit the RRSPM time to participate in, or otherwise support, the meeting if available.



Invitations

7210.1A, Chapter 4, 4. b. **Team Composition.**

As a minimum, a local RSAT meeting must have representatives from the local ATCT and airport management. The following organizations will also be invited:

(1) Local Tech Operations personnel.



Invitations

- (2) Airport tenants and other users.
- (3) Any organizations that have drivers who operate on the Airport Operations Area (AOA).
- (4) Regional Runway Safety Program Office (RSPO).
- (5) Airport Development Office (ADO)
- (6) Flight Standards District Office (FSDO) and FAA Safety Team (FAAST)



Invitations

- (7) Other stakeholders as deemed appropriate by the airport and/or ATCT manager.
- (8) Appropriate ATO Service Center personnel.

Note: Airport management can normally provide a mailing list of airport tenants and organizations with that have AOA driving privileges.



Pre-RSAT Interview Checklists

The use of Pre-RSAT interview checklists is optional.

For local RSATs, the interview checklists are intended to be used as a tool for self-evaluation and to focus RSAT member attention to surface safety best practices and to identify common surface safety concerns.



Pre-RSAT Interview Checklists

All Pre-RSAT interview checklists are appropriate for local RSATs, but especially the ATCT, Airport Operator, and Tech Ops checklists.

Normally, the checklist would be sent to the appropriate organization in time to be completed and reviewed prior to the RSAT meeting. Information generated by the checklists is used at the discretion of the RSAT primary members.



Pre-RSAT Interview Checklists

There is no local RSAT requirement to retain, record, or submit the Pre-RSAT interview checklists.

Please contact your Regional Runway Safety Program Manager (RRSPM) for guidance concerning the pertinence of checklist questions or for additional information regarding their use.



Airfield Tour

Best Practice: If possible, coordinate with airport management to arrange a tour of the airport for FAA RSAT members and others as deemed appropriate. The purpose of the tour is to provide team members direct observation of locations on the airport where runway safety hazards have been identified and to allow them to gain insight on the airport layout.



Obtain Handout Materials for RSAT meeting participants

Best Practice: The following material should be provided to each RSAT participant:

- *The existing RSAP and status of each action item contained in the plan.*
- *A listing of surface events* that have occurred since the last local or regional RSAT meeting.*
- *Copies of current Jeppesen and FAA AeroNav Products airport diagrams*.*



Obtain Handout Materials for RSAT meeting participants

- *Pertinent Airport/Facility Directive information including Land and Hold Short Operations (LAHSO), Standard Taxi Routes, and Hot Spot information*.*
- *Any pertinent Letters of Agreement (LOAs) or published notices related to surface operations, including Line Up and Wait (LUAW)*
- *Surface safety educational materials and handouts obtained from RRSPO.*

**The RRSPO can assist in providing this information.*



Local RSAT Meeting Best Practices

- *Opening remarks by the Air Traffic Manager should include an introduction of the airport management representative and a brief statement regarding the purpose and importance of local RSAT meetings.*
- *All attendees should be provided an opportunity to introduce themselves and a sign-in sheet (available in toolkit resources) should be distributed.*



Local RSAT Meeting Best Practices

- *Air Traffic provides a review of surface events since the last RSAT meeting and any recent or future steps taken by air traffic to improve surface safety, including:*
 - *Air traffic training or initiatives.*
 - *Procedural changes.*
 - *Review current FAA AeroNav Products airport diagram for accuracy and existing Hot Spots.*



Local RSAT Meeting Best Practices

- *Provide airport management the opportunity to discuss recent and future steps taken to improve surface safety, including:*
 - *Status of airport operator sponsored runway safety initiatives.*
 - *Vehicle training and operations.*
 - *Airport security issues or latest updates.*
 - *Near term construction and impacts.*



Local RSAT Meeting Best Practices

- *Provide each FAA line of business opportunity to present their perspective, concerns, or current initiatives with stakeholders.*
- *Provide public participants/tenants opportunity to present any concerns or issues to be addressed.*
- *Open discussion on status of existing RSAP, formulation of new RSAP, including any new action items that were identified, and “Best Practices” that are conducted at the airport.*



Runway Safety Action Plan (RSAP)

7210.1A Chapter 4, 2. a, b, c, and d. **Facility Plan Preparation, Concurrence, Review, and Distribution**

Simply put, the Air Traffic Manager must develop a draft RSAP following the RSAT meeting, obtain concurrence from team members having action items, then forward the draft to the RRSPM for approval. Upon approval from the RRSPM, the approved (final) RSAP should be distributed to RSAT members (all meeting attendees from sign-in sheet).



Runway Safety Action Plan (RSAP)

7210.1A, Chapter 4, 2. **Runway Safety Action Plans (RSAPs).**

RSAPs are developed by the Regional Runway Safety Program Office (RRSPO) for regional RSAT meetings, and by the ATCT manager for local RSAT meetings.



Runway Safety Action Plan (RSAP)

7210.1A Chapter 4, 2. a. **Facility Plan Preparation.**

As a minimum, the plan must include the following:

(1) A list of participants, their affiliation, and a general overview of the meeting.

Best Practice: Email addresses should be obtained in order to provide all attendees a copy of the final RSAP.



Runway Safety Action Plan (RSAP)

- (2) Runway safety concerns, issues or problems identified. These may include existing as well as prospective ones.
- (3) Best practices. A local or regional RSAT may determine that an operational practice observed at an airport is a best practice that should be shared with other locations. Each RSAP shall include a section on best practices, if any, in use at that particular airport.



Runway Safety Action Plan (RSAP)

- (4) Specific Action Items. (*Additional information concerning action items is found in 7210.1A Chapter 4, 2.a. (4)*)
- (5) A proposed implementation schedule for each action item.
- (6) The party/parties responsible for implementing each action item.
- (7) Identification of the party responsible for safety risk assessment of proposed changes.



Runway Safety Action Plan (RSAP)

- (8) A review of the action items and their status from the last RSAP, and a review of their effectiveness in the judgment of the RSAT.



Runway Safety Action Plan (RSAP)

7210.1A Chapter 4, 2. b. **Concurrence.**

Best Practice: Develop a draft RSAP and email/mail the draft to all meeting attendees ASAP, but no later than 14 days of RSAT meeting. Request comments/responses within 30 days. Absence of a response within 30 days within the requested timeframe will be considered concurrence.



Runway Safety Action Plan (RSAP)

7210.1A Chapter 4, 2. c. **Review.**

Best practice: After 30-day response period, make any needed modifications and email/mail draft RSAP to the RRSPM (must be within 45 days of the RSAT meeting).



Runway Safety Action Plan (RSAP)

7210.1A Chapter 4, 2. d. **Distribution.**

Best Practice: Upon receipt of the approved (final) RSAP, distribute to all team members.



Regional Runway Safety Support

The Regional Runway Safety Program Office (RRSPO) will gladly offer support in all aspects of conducting a local RSAT meeting. We can provide example invitation letters, agendas, previous RSAPs, past surface event history, handouts and in many cases participate in the meeting.



Regional Runway Safety Support

We appreciate your feedback. Please let us know how we may improve this guidance by e-mail at runwaysafety@faa.gov or by selecting the feedback link at the Runway Safety website at http://www.faa.gov/airports/runway_safety/.

