



Tech Ops  
Pre-RSAT Meeting Checklist

Airport Name:

Date:

**Current or planned Tech Ops projects that may affect runway selection or taxi routes:**  YES  No

**Airport Driver Training:**

1. Does the airport provide airfield driver training to Tech Ops employees?  YES  No

Does Tech Ops conduct airfield driver training (either supplemental or primary)?  YES  No  N/A  
*If yes, please describe*

2. Does the local airport course include hands-on OJT?  YES  No  N/A

3. Is night driving included in the local course?  YES  No  N/A

4. Is a badge required?  YES  No  N/A

5. What is the renewal period?

6. Is annual refresher training provided?  YES  No  N/A

7. Is training provided in proper communication (frequencies, procedures, phraseology, etc.) with ATCT and/or CTAF/Unicom?  YES  No  N/A

8. Does the local airport driver training course identify the location and requirements of RSAs and Approach Hold areas?  YES  No  N/A

9. Does the local airport driver training course and training schedule meet Tech Ops operational needs?  YES  No  N/A  
*If No, Please Explain*

**Airport Access Roads:** *(If yes, Please explain in the comment box below)*

10. Are existing service/perimeter roads maintained in useable condition?  YES  No  N/A
11. Is Tech Ops knowledgeable on locale of all local access roads?  YES  No  N/A
12. Has the Tech Ops representative had dialog with the airport authority concerning any access road issue(s)?  YES  No  N/A

**Vehicles:**

13. Types of Vehicle radios?  Portable  Vehicle Installed  Both
14. Are all vehicles equipped with flashing lights/beacons?  YES  No  N/A
15. Are all vehicles conspicuous with "FAA" markings/signs?  YES  No  N/A
16. Are airport diagrams readily available in all of the vehicles?  YES  No  N/A
17. Signs/markings/lighting placard readily visible in all of the vehicles?  YES  No  N/A
18. Are there facilities located in areas that require Tech Ops personnel to cross runways to access?  YES  No  N/A

*If yes, list facilities and runway crossing location typically used.*

19. Do Tech Ops personnel cross any runways to access facilities even though not necessary?  YES  No  N/A

*If yes, list facility, runway crossing location, and explain circumstance.*

20. Are there any situations or locations on the airfield that cause surface safety concerns for Tech Ops employees?  YES  No  N/A

*If yes, explain*

21. Does Tech Ops supervise contractors on the airfield?  YES  No  N/A

(current or future projects)

*If yes, describe project type and duration.*

22. Has any Tech Ops employee or contractor been involved in a Vehicle/Pedestrian Deviation in the last five years?  YES  No  N/A

*If yes, describe the event and actions taken to prevent a recurrence.*

23. Describe current local Tech Ops efforts to reduce the risk of occurrence of a surface incident or runway incursion involving Tech Ops drivers:

24. Suggestions for what could be done locally or nationally to reduce the risk of a surface incident or runway incursion involving Tech Ops drivers:

25. Names/locations of specific facilities where Tech Ops personnel MUST cross or drive on a RWY or TWY to reach them:

26. Names/locations of specific facilities where Tech Ops personnel usually cross or drive on a RWY or TWY to reach them even if not required:

27. Are there any areas on the airfield that cause particular concern?

28. Has any Tech Ops employee been involved in a Vehicle/Pedestrian surface incident in the last five years? If so, what were the circumstances and what, if any, measures were take to ensure it did not happen again?

29. What are you doing now and what have you done in the past to improve runway safety?

30. Suggestions for what can be done nationally, regionally or locally to reduce the risk of an incident/incursion/accident?

Other notes or commentsText

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